



## **Student Attendance Policy**

### **1. Introduction**

1.1 This Policy is part of our University's commitment to supporting our students to enable them to achieve. We provide this support through a number of strategies, all of which aim to provide our students with a supportive learning environment. This Attendance Policy, and its enabling strategies, sets out our requirements in relation to attendance and engagement, whilst recognising our responsibilities, and the responsibilities of our students in the implementation of this Policy. The Policy also defines the range of support and possible sanctions available for implementation in the event of a student's attendance and/or engagement falling below the required standard. The Policy is intended to complement, and be integrated with, our Student Charter, Tier 4 monitoring procedures, Professional Suitability Regulations, our General Academic Regulations and our Student Engagement Monitoring procedures. In cases where Professional Bodies or Tier 4 Immigration requirements specify levels of attendance and/or engagement, or the implementation of particular monitoring and reporting processes, these will always have precedence within this Policy.

### **2. Aims of the Policy**

- To support our students to achieve their performance potential through excellent levels of attendance and engagement with their course.
- To support the development of a partnership with our students to enhance their learning and achievement
- To ensure that all legal and regulatory requirements relating to attendance monitoring are reflected in our arrangements for monitoring and reporting on attendance to key stakeholders e.g. Home Office Visa and Immigration Service and Professional Bodies
- To develop skills and attributes in our students which will enhance their employability
- To ensure that appropriate action is taken in instances where attendance and/or engagement falls below acceptable levels.
- To support the development and implementation of a transparent and fair attendance monitoring policy, and associated procedures and enabling strategies.

### **3. Attendance and Academic Engagement Statement**

3.1 Leeds Beckett University is committed to supporting student achievement, and we intend to ensure that effective and timely support is available for any student who is in need of additional help and guidance at any point during their study with us. One of our strategies for ensuring we deliver this commitment is to monitor attendance at scheduled events and to monitor student engagement,

referred to in this Policy as “Academic Engagement”, with key elements of their course.

1.1 We consider that full attendance and high levels of engagement are key elements of academic success. Therefore we expect students on all taught courses to attend all timetabled sessions. We also require our students to demonstrate high levels of engagement with all aspects of their course. Therefore, we expect our students to;

- Attend all timetabled teaching sessions on their course
- Attend all scheduled assessments including tests, presentations and examinations
- Undertake independent learning in support of their studies, as guided and advised by their tutors
- Engage with their course as agreed with their tutors. This can include face-to-face activities, e.g. simulations, discussions, workshops, attendance at placements and residential or activities that are web based.

3.3 The nature and context of academic engagement will depend on the course being undertaken. Students will be made aware of the detailed engagement expectations which apply to their particular course at induction, this will be supported through our tutorial system as well as being detailed in course handbooks.

#### **4. Principles of the Policy**

1. Enrolment on a course indicates a willingness on the part of the student to adhere to the requirements and expectations contained in this policy
2. Our Policy will be applied consistently and fairly for all students
3. Our Policy will be subject to monitoring, evaluation and review by staff and students at agreed intervals
4. Our Policy will be flexible enough to accommodate students with specific commitments e.g. child care or care of dependents
5. Our Policy will facilitate students being able to take full advantage of opportunities for work placement, practice learning and volunteering and other similar opportunities with the agreement of their tutors where necessary.

#### **5. Operation of the Attendance Policy**

##### **5.1 Attendance**

5.1.1 We expect full attendance at all timetabled sessions as outlined at 3.2. Student attendance will be monitored at every timetabled session, with

weekly attendance reports being reviewed at school level.

5.1.2A weekly absence threshold will be defined and publicised at University level and any student who falls below this level will be identified from absence reports. This will trigger a query to the student's academic adviser, to determine whether the student is engaged, and if the absences require follow up action. If follow up action is required the student will be contacted by the Academic adviser to discuss the reasons for their absence. Students will be reminded of their commitments in relation to attendance, and support options will be outlined if required. This intervention will be noted on the student record.

5.1.3 A further series of unauthorised absences by a previously contacted student will trigger referral to the student's academic adviser, to determine what further action is required. Where attendance and academic engagement continue to be below expected levels then an academic adviser may decide the best course of action is to set out a Personal Development Plan. However, following consultation with the Course Leader and senior school staff, the case may be referred to the University Attendance and Academic Engagement panel.

## **5.2 Academic Engagement**

5.2.1 Academic engagement requirements will be determined at course level and clearly communicated to students in Course Handbooks and will be reviewed through the course enhancement cycle. The induction and tutorial system will support and promote the course requirements to students. Where academic engagement falls below the required levels, tutors will inform the student. In this instance, students will be reminded of their commitments and support options will be outlined and offered if required. This intervention will be noted by the academic adviser on the student's record. Where levels of academic engagement continue to be below expectations, the issue will be discussed with the student, either at a regular tutorial meeting or in a specially arranged meeting. Outcomes of the meeting will be noted, by the academic adviser, on the student's record.

## **5.3 University Attendance and Academic Engagement Panel**

5.3.1 If, following the interventions described above, a student's attendance and/or engagement does not improve then the academic adviser, Course Leader and senior school staff (see 5.1.3) will jointly decide if the individual should be referred to the University Attendance and Academic Engagement Panel with a recommendation for withdrawal from their course.

5.3.2 On consideration of each referral, the Panel can recommend one of the following;

- The student receives further advice, guidance and support to enable them to engage/attend at the required level. In this situation, the student will be required to agree the remedial package and sign an Individual Improvement Development Plan
- Further investigation into the issues impacting on a student's low level of attendance and academic engagement prior to any further action being taken.
- The student is notified that they are being withdrawn from the course. Prior to withdrawal, a student will receive a written notification that they will be formally withdrawn on a stated date, and provided with advice and guidance on how to appeal the decision.

5.3.3 Each Attendance and Academic Engagement panel will be minuted, and all outcomes relating to individual students will be noted on the student's record and copies of the relevant minutes sent to the student.

#### **5.4 Monitoring of the Policy**

5.4.1 Our Attendance Policy will be regularly reviewed by an appropriate group, and amendments and updates will be undertaken as required.

5.4.2 Each school will be required to produce an Attendance and Academic Engagement report as part of our Annual Review and Monitoring Process using a standard template.

### **6 Attendance Policy – Enabling Strategies**

#### **6.1 Defining Attendance and Academic Engagement Requirements**

6.1.1 All courses will require full attendance at timetabled sessions. However, students will be able to seek approval for authorised absence via school based processes.

6.1.2 The type and level of engagement required for each course will be published in Course Handbooks and induction materials. Templates will be provided for this purpose.

6.1.3 Templates for letters, file notes and development plans will be produced to support all elements of the process, and ensure a consistent approach across our University.

## **6.2 Attendance Monitoring**

6.2.1 Attendance at all timetabled sessions will be captured via a technical system, and weekly reports provided at school level.

6.2.2 School administrative staff will support follow up processes as required, e.g. contacting absent students, administration relating to referral to the University Attendance and Academic Engagement Panel, notification of Panel outcomes, and recording detail on the student record as appropriate

## **6.3 University Attendance and Academic Engagement Panel**

6.3.1 This panel will meet regularly to consider enhancement and attendance referrals. The composition of each panel will be;

- DVC - Academic (Chair)
- Dean of School – Academic Board Nomination
- Dean of School – Academic Board nomination

6.3.2 The referred Student's Course Leader and Dean of School will be required to attend.

6.3.3 Each panel will be supported by a Panel Coordinator/Administrator and templates will be provided for all referrals and associated documentation.

6.3.4 The referred student is not required to attend the Panel.

## **7 Right of Appeal**

7.1 Where a student disagrees with the Panel outcome, they will have the right to make 1 appeal to the Secretary & Registrar. The process and documentation for making such an appeal will be published along with all other documentation relating to this policy. Completion of Procedure letters will be issued at the conclusion of the appeal.