

Course Handbook appendix

Attendance and absences information for pre-registration nursing students

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Introduction

While the University's [Academic Engagement Policy](#) applies to all students, the information provided here relates to your course, where there is a 100% attendance requirement for University sessions and placements to meet the Nursing & Midwifery Council's requirements. Please also see your Practice Support Handbook for information regarding attendance and absences on placement.

Reporting absences

If you will be absent from any University session, email nursing@leedsbeckett.ac.uk

Please ensure you include full name; course; intake year and month; academic advisor name; reason for absence and expected date of return.

For placement absences, see details in your Practice Learning Handbook. The absence reporting web page is here: <https://www.leedsbeckett.ac.uk/health-practice-learning-hub/absence-reporting/>

Registering your attendance in class

SEAts attendance management platform:

https://libguides.leedsbeckett.ac.uk/it_support/seatsmobile

If you are not using SEAts for sessions on campus, please ensure you sign the paper register before you leave the session or you will be marked as absent.

This is a reminder that signing in for other students to misrepresent attendance on a class register will result in the Fitness to Practise process for the students involved.

NMC requirements for attendance

In order to meet the requirements of the NMC (Standards 2010/2018), you must meet the required level of attendance and demonstrate professional suitability by demonstrating that you have met the learning outcomes for both theory and practice. Professional suitability includes attendance at all taught sessions and practice placement experiences, since these relate to the knowledge base you will need to practice proficiently and competently. This is vital for entry onto the NMC Register. You must satisfy the NMC requirements in terms of attendance and for the pre-registration degree nursing courses, this is a minimum of 4600 curricula hours (2300 theory hours and 2300 practice hours).

The course content is mapped against the NMC Standards for Pre-registration education and, as such, you are required to attend ALL face-to-face or online timetabled sessions and the course has a 100% attendance requirement.

The course contains seven weeks scheduled leave entitlement each year and you can find details of this on your year planner. This leave entitlement incorporates public holidays in recognition that you may work public holidays when in placement. Unscheduled leave cannot be approved and although you may have agreed time off for extenuating circumstances (eg, compassionate leave) **this time must be made up.**

It is acknowledged that during any period of study there may be times when is unable to attend theory or practice due to mitigating circumstances or due to religious festivals. In these circumstances you should access advice and support from your academic advisor/assessor and Student Services, available online via <https://www.leedsbeckett.ac.uk/student-information/>

Attendance requirements for mandatory training

You **must** attend all scheduled and timetabled mandatory training sessions and annual updates. Such mandatory training and update sessions include moving and handling, emergency life support, first aid, personal safety, infection control, safeguarding children / vulnerable adults and fire. In view of health and safety reasons, you **will not be permitted** to commence your practice placement if you fail to attend such scheduled mandatory sessions and annual updates. Failure to attend mandatory training will therefore ultimately affect progression on the course and you may be required to temporarily step off the course.

Paid work

Some students will seek employment in part-time work. Your practice placements and University attendance are a priority, and you must attend your practice placement for the scheduled number of hours during the allocated placement periods. You are not allowed to undertake paid work in any area of practice where you are currently a student as this can affect your assessment and progression.

If you are withdrawn from practice pending fitness to practise investigations and you normally work for a nursing agency, we recommend that you contact the Practice Learning Facilitators in the Trusts or the practice manager, to discuss whether there is any impact on you being able to do agency shifts with them before undertaking this work.

Please note that undertaking paid work while you should be on placement or in University, is considered a professional concern.

Compassionate leave

The requirement to take compassionate leave / special leave must in the first instance be discussed with the Course Level Leader who will provide advice and support. Your Course Level Leader or Course Director may request evidence to support a request for compassionate leave. On occasions where the need for compassionate leave arises outside of normal working hours and / or it is not possible to contact the Level Leader, you must email your Level Leader, stating the reason for requiring compassionate leave. If possible, include an anticipated intended date of return and a contact telephone number. An extended period of compassionate leave may result in the need for you to step off the course and join a later cohort.

Implications of sickness and absence

Also see the **Absence due to illness** information in the online Course Handbook, in the Attendance and Absence section.

In line with the criteria set by the NMC and the University, in order for you to progress satisfactorily through the course, it should be noted that progression on the course may be interrupted if:

- You accumulate sickness and / or absence exceeding 10 days in each year of the course. In this case you may be required to step off the course to retrieve the days missed and join a later cohort.
- If non-attendance for the taught component of a module exceeds 25% of the module or practice support sessions, you may be excluded from taking the assessment and may have to repeat the module the following year.
- You fail to attend any of the mandatory training sessions.

Should your attendance record show sickness / absence approaching the limits, you will receive an email requesting attendance at a meeting with your academic advisor/assessor (if you are absent for more than 3 module sessions or practice support sessions or absences from course are between 6-8 days). You will be required to complete an action plan regarding your absences for this meeting and should use the SMART action plan template on PebblePad.

Completion of personal portfolio to evidence absences from University and placement

In addition to reporting your absences, you are also required to keep evidence in your PebblePad Missed Work Portfolio, evidencing how you have met the learning outcomes for each missed session. This needs to be evidence that you have read the session lecture notes and made your own notes, mind map or written a reflection, to support these and you must also evidence your independent study relating to the topic. The evidence needs to demonstrate the academic hours you have missed; therefore, a session of one hour requires evidence of one hour's independent study.

Please do not just put your lecture notes in the file as these do not evidence your learning and do not email module tutors asking about content of missed sessions. Instead, refer to the module handbook timetable and content, any learning materials used during the session and discuss the content with your peers if the session is not supported by learning materials on MyBeckett. The work you produce should have a reference list of independent reading you have undertaken to support your learning and as guidance be 500 words in length for each session.

Any attendance management meetings you attend will require you share this portfolio at the meeting with either your academic advisor/assessor or Course Level Leader. The purpose of the meeting will be to explore any absences, reasons for absence, support required, and evidence of independence study in portfolio and to agree an action plan for absence. Your academic advisor/assessor should review this action plan after one month.

Further absences that are not consistent with your action plan, will be referred by your academic advisor/assessor to the Course Level Leader. Your attendance may subsequently be dealt with through University Fitness to Practise proceedings or the University Academic Engagement Policy.

Confirmation by Level Leaders of theory and practice hours

As part of Exam Board requirements, your Level Leader is required to confirm you have met the requirements for completion of theoretical and practical hours to progress or to complete the award.

Theory Hours

There is a submission box on PebblePad titled "Evidence of Learning for Missed Academic Hours" with submission points near the end of both semesters. Please ensure all work is submitted to this box before the deadline. You must also complete the declaration at the front of your Missed Work Portfolio detailing how many hours of theory you are claiming for. For example, if you have missed 8 sessions of 2 hours, you should have completed 16 hours of learning and sign the declaration to state you are claiming 16 hours of theory.

Course Level Leaders will review this work to ascertain whether it meets the appropriate requirements in terms of hours and learning outcomes for any missed sessions. The Course Director will audit this process to ensure there is parity amongst students.

Please note that it is your responsibility to keep a record of which sessions you have missed and to catch up with this work. Please refer to your electronic timetable and module timetable if you are not sure.

Practice Hours

You are required to submit your placement documents or ePads at set points during the year for audit by your academic advisor/assessor. Please follow the process detailed in your Practice Learning Handbook regarding making time up.

If you require an extended or additional placement due to exceptional circumstances and have evidence to support this, please discuss before Easter (or asap) with your academic advisor/assessor so arrangements can be made.

Your Course Level Leader will be required to confirm you have met the required hours for progression at the exam board and failure to meet these requirements, without extenuating circumstances, may result in failure to progress.

PLEASE NOTE: ALL absences from University and placement will be recorded and made available to the whole course team and are included on reference requests.

Maternity related absence

If you are pregnant and require maternity leave and support, you must inform the Practice Learning team (nursingplacements@leedsbeckett.ac.uk – see details in your Practice Learning Handbook) and your academic advisor/assessor at the earliest possible time following confirmation of the pregnancy. The Practice Experience Co-ordinator / academic advisor/assessor will advise you and offer support as required to ensure that the best interests of the mother and baby are considered. The University Student pregnancy and maternity policy and procedure is on this [link](#).

Paternity/partner absence

Students are advised to contact their Course Level Leader to discuss their entitlement and the management of this, and also to refer to the University Student pregnancy and maternity policy and procedure on this [link](#).