

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 sets out our requirements in relation to attendance, whilst recognising our responsibilities, and the responsibilities of our students in the implementation of this Policy.
- 1.2 The Policy is intended to complement, and align with, our Student Charter, Tier 4 monitoring procedures, Fitness to Practice Policy, our General Academic Regulations and our Student Engagement Monitoring procedures.
- 1.3 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 over this Policy.

2. Principles

The Policy will:

- a) be applied consistently and fairly for all students.
- b) be subject to monitoring, evaluation and review at agreed intervals through the Academic Board with advice from Registry and in consultation with students where appropriate.
- c) be flexible enough to accommodate students with specific commitments e.g. child care or care of dependents.
- d) facilitate students being able to take full advantage of opportunities for work.
- e) facilitate placements, practice learning, volunteering and other similar opportunities with the agreement of tutors where necessary.

3. Aims

The aims of the policy are as follows:

- a) To support our students to achieve their performance potential through excellent levels of attendance and engagement with their course.
- b) To support the development of a partnership with our students to enhance their learning and achievement.
- c) To ensure that all legal, regulatory and funding 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, Professional Bodies and the Student Loans Company.
- d) To develop skills and attributes in our students which will enhance their employability.
- e) To ensure that appropriate action is taken in instances where attendance falls below acceptable levels.
- f) To support the development and implementation of a transparent and fair attendance monitoring policy, and associated procedures and enabling strategies.

4. Attendance Statement

4.1 We consider that attendance is a key element of academic success. Therefore, we expect our students to;

- a) Attend all timetabled teaching sessions on their course.
- b) Attend all scheduled assessments including tests, presentations and examinations.
- c) Undertake independent learning in support of their studies, as guided and advised by 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.

4.2 Students will be made aware of these expectations at induction and they will be detailed in course handbooks.

5. Operation of the Attendance Policy

5.1 Attendance will be monitored by Schools and students will be reminded of their commitments in relation to attendance via their Course Team which will determine locally whether any supportive interventions are required through the academic year. These interventions will be noted on the student record.

6. School level intervention

6.1 Where students have an unacceptably low level of attendance and have not responded to attempts by the School to engage with them to discuss their attendance, the School is required to refer cases to the Dean of School who will consider their cases and determine the terms of an Individual Improvement Development Plan ('IIDP'). Students will be required to sign up to and comply with an IIDP if they wish to continue their studies.

6.2 Schools must attempt to agree an IIDP with a student before their details are referred to the University Attendance Panel. Where students refuse to agree to the terms of an IIDP, they agree to the terms of an IIDP but fail to meet its requirements, or where the School is unable to make contact with the student / the student does not respond, the School may then refer their case to the University Attendance Panel.

7. University Attendance Panel

7.1 Where intervention at School level has been unsuccessful, the student may be referred to the University Attendance Panel ('the Panel') by the School with a recommendation for withdrawal from their course.

7.2 Membership of the Panel is as follows:

- DVC - Academic (Chair)
- 2 x Deans of Schools

7.3 The Panel will consider the evidence provided to it by the School in relation to students attendance (which should include the terms of an IIDP that has not been complied with) and where they are satisfied that reasonable attempts have been made by the School to improve attendance and these attempts have not resulted in attendance at the required level, the Panel may make a decision to withdraw a student from their course and the University.

7.4 Where a decision is made to withdraw a student from their course and the University, this will be communicated to the student in writing. The effective withdrawal date will be the date of the Panel's consideration of the student's case.

- 7.5 The panel may also decide that it would be in the best interest of the student to suspend their studies (by temporary withdrawal). This is likely to be in cases where students have missed too much of their course to have a reasonable chance of catching up and succeeding with their studies. In cases where the Panel agree that Suspension of Studies (temporary withdrawal) is appropriate, students will be signposted to Student Services for advice and guidance about re-starting their course at a later date. Decisions will be communicated to the student in writing.
- 7.6 Decisions of the Panel will be recorded formally in writing.

8. Right of Appeal

- 8.1 Where a student disagrees with the Panel outcome, they will have the right to make **ONE** appeal to the University Secretary. 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.
- 8.2 Students have 10 working days from the date of their outcome letter to submit an appeal, unless there is a specific reason for late appeal. The acceptance of a late appeal is at the discretion of the University Secretary.
- 8.3 If an appeal is upheld, the student's student record will be fully reinstated.

9. Monitoring of the Policy

- 9.1 Our Attendance Policy will be reviewed by the Academic Board at appropriate intervals and amendments and updates will be made to the policy as required.
- 9.2 Each School will be required to reflect upon Attendance and provide a report as part of our Annual Review and Monitoring Process.

Last updated: 24 June 2019

Approved by Academic Board on 3 July 2019 subject to minor amends approved by Chair's Action 23 July 2019