**Student Attendance Policy**

**1. Context and purpose**

1.1 As educators we recognise that student attendance at learning sessions provides a rich opportunity for students to engage with their academic disciplines. Whilst learning outside of formal sessions is encouraged, attendance and contact between students and academic tutors is an ideal way to explore new ideas and ensure thorough understanding.

1.2 This policy is intended to encourage and enable attendance to ensure students have all possible opportunities to learn and develop. Where there are barriers to attendance, this policy will assist in identifying the issues students are facing, through tracking non-attendance, and working with them and staff to resolve the issues faced.

1.3 The purpose of the attendance policy is to:

* improve the attendance of all students;
* ensure a proactive approach to providing support when students need it;
* enable students to maximise their full potential, increasing success and achievement;
* support the effective use of university learning spaces;
* help students to understand the importance of attendance and the correlation with successful educational outcomes.

1.4 This policy applies to students studying taught courses at one of the University’s campuses in the UK. It does not apply to students studying for one of the University’s awards at collaborative partner institutions in the UK or overseas, where the partner institution attendance policy applies. It also does not apply to apprenticeship courses as apprentices will be subject to separate attendance requirements.

**2. Principles**

* 1. There are four principles that underpin the student attendance policy:

1. The student attendance policy applies to all taught students enrolled on a course at the University who are required to attend scheduled learning sessions on either campus. **It is the responsibility of the student to register their attendance at these sessions.**
2. The University expects students to attend the majority of scheduled learning sessions associated with each module or course that they have elected to pursue. A session includes but is not limited to lectures, seminars, practical classes, labs, tutorials, examinations, supervisory meetings, industrial placements, field trips or other activities which students are expected to attend.
3. Students will be expected to attend for a **minimum of 60%** of all scheduled learning sessions. The required rate of attendance may be higher dependent on professional body and local School policies (e.g. 80-100% on some PSRB courses). Those students returning on a learning agreement for a repeat year will be required to meet an 80% attendance rate. Some scheduled learning sessions (e.g. laboratory sessions, workshops or external speakers) may be mandatory as they have been identified by the course team as being of key importance for students to attend. Schools will inform students, as part of the course handbook, if there are any enhanced attendance requirements.
4. Attendance monitoring aims to be supportive and this means that the University will contact students about their attendance, and offer to help and/or encourage them to attend, if course attendance expectations have not been met. It is not intended to provide a mechanism simply to withdraw students whose attendance falls below the expectations set out in (iii) above, rather its purpose is to facilitate discussion with students to promote greater engagement and to notify students in the first instance of the need to improve attendance. However, School Student Progress Committees have the right to withdraw a student based on a lack of attendance if the student has been given adequate formal warning in writing and has not responded and there has been no improvement in attendance following the implementation of any supporting measures by the School.

**3. The student attendance process**

3.1 Through attending scheduled learning sessions, students are provided with a framework and opportunities to develop the skills and knowledge necessary to successfully achieve the outcomes of their courses. We are keen to support students to maximise their potential, and by monitoring attendance we are able to quickly spot patterns of attendance and work with students to help them overcome issues that may hinder their ability to be successful in their studies.

3.2 To enable this approach:

1. Students are expected to record their attendance by scanning their student card when they enter all scheduled learning sessions. Students can scan in to a session 10 minutes before it starts.

1. For scheduled learning sessions, a student will only be considered to have been in attendance if their card is scanned against and recognised by the readers located in each teaching room.
2. Attendance will only be considered when it is capable of being monitored.  If, for example, a card reader is missing or not working, then this will not count against a student’s attendance.  Similarly, if extreme weather leads to the cancellation of an event, then attendance will not be monitored and will not count towards the student attendance record.
3. The formal attendance monitoring process for all students is based on attendance records over a four-week interval. If over that four-week period a student has not met the attendance threshold of that course then that student will be contacted by the School to discuss their attendance record and to explore the reasons for non-attendance. A course or School may monitor attendance more frequently if there is concern around an individual or group of students, to enable more timely interventions.
4. Students are responsible for remembering their card and for replacing any lost or damaged cards as soon as possible.
5. A student is required to scan **using their own card only**. If a student scans using someone else’s student card the actions of both the card holder and the student who scanned the card will be considered under the University’s Disciplinary Procedure.  Disciplinary action will be taken against students found to have fraudulently recorded their own or other students' attendance.  Where a student is enrolled on a course leading directly (or partially) to a professional qualification or the right to practice a particular profession, they may also be referred under the University’s Fitness to Practise procedures.
6. Students who are unable to attend a scheduled learning session should report their absence in advance of that session through MySRS. Student illness for up to one week will be self-reported, but anything over 7 days will require a doctor’s medical note or letter from a responsible person to be uploaded to MySRS. Details of how this can be reported are provided in course handbooks.
7. If a student does not scan their card at a scheduled learning session they will be recorded as not attending. Students must check their attendance record through MySRS regularly to ensure that their attendance is being accurately recorded.

**4. Outcomes from student attendance monitoring**

4.1 Students are expected to meet the attendance requirements of the course of study and any additional/higher attendance requirements (e.g. those specified by PSRBs and requirements set out in repeat year learning agreements). The School, through Student Progress Committees and Personal Tutors, will engage with student attendance data to monitor the performance of students. This process will require:

1. Student attendance to be reviewed by a student’s home School starting from the fourth teaching week of any given intake.
2. All notifications to students required by this policy will be sent, in the first instance, to the student's official University e-mail address.
3. The School’s Student Progress Committee will take appropriate action against a student who does not engage with the escalation process and whose attendance does not improve. In exceptional cases the School may require a student to withdraw. Before withdrawal can be considered there must be evidence that a student has been given sufficient notice to improve attendance (i.e. a minimum of two formal notifications in any academic year) and that steps have been taken by the School to discuss attendance and put in place proportionate and reasonable support measures to assist the student to attend. The School’s Student Progress Committee will be a key mechanism by which student non-attendance is monitored and interventions made and evaluated.  Students will have the right to appeal against a withdrawal decision in accordance with the University’s appeals procedure.
4. For Tier 4 international students the attendance monitoring process will be as outlined above, however they may need to adhere to additional attendance requirements in order that the University can fulfil its obligations as a Tier 4 Sponsor. As student attendance relates to the student’s Tier 4 visa, the University may withdraw Tier 4 students who do not meet the required attendance thresholds.

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