

Student Attendance Guidance and Procedure **2023-2024**

1. Introduction

To progress and achieve the award for which a student is registered, they must attend the classes for each individual module regularly and in accordance with any compulsory attendance requirements defined for such modules.

- 1.1 This guidance and procedure document outlines the attendance requirements and procedure of absences for each student attending Undergraduate and Postgraduate.

2. Attendance and Recording

On the BTEC programme it is considered unlikely that a student will have achieved the learning outcomes with less than 95% attendance.

- 2.1 Attendance to all classes should be 100%. Any student below 95% attendance without prior permission or extenuating circumstances will face disciplinary action (please refer to Disciplinary and misconduct policy: Students)
- 2.2 Attendance categories are as follows;
- Present
 - Late
 - Absent
 - Excused with note or phone call
 - Late but excused
 - Left/leaving early with justification
 - Absent with Medical Certificate
 - Injured
- 2.3 The attendance is monitored from the class registers for each lesson. If a student has not signed in the register or is not recorded as present on the class register, they will be marked absent without permission.
- 2.4 Students must tap in and out at reception each time they enter in and out of the building using their Shockout ID card.
- 2.5 A class register for any guest teachers will be taken by appropriate staff.

3. Late Students

- 3.1 Students are expected to be at their classes on time. This applies to all classes.
- 3.2 If a student is late for their first class of the day, for any reason, in the first instance they must phone or email the attendance email and explain the reason for their lateness 30 minutes prior to their first class.
- 3.3 Students are not allowed to participate in the class if they are late, unless this has been authorised by the student support team. This also applies for all online classes.



- 3.4 Students who continue to be late or miss classes will be met by a member of the student support team and may face disciplinary procedures (refer to Disciplinary Policy: Students).

4. Absent without Permission

- 4.1 If a student cannot attend college for any reason, and they have not been given permission prior to the date of their absence they will be marked as absent without permission.
- 4.2 Student that have not been given permission for an absence must phone or email between 08:00 and 08:30 to inform the college of their absence with the reason why they are absent.
- 4.3 In some instances a member of the student support team may inform the student that their reason for absence is not valid, and they must come into the college.
- 4.4 Students who do not follow the procedure outlined in 4.2 and 4.3 will be subject to disciplinary action.
- 4.5 Students who provide evidence for the reason of their absence e.g. Doctor's certificate or hospital note, may be able to have their absence changed from absent without permission to absent with permission retrospectively at the discretion of the student support team.

5. Absent with Permission

- 5.1 Students must provide medical evidence of appointments where possible to receive authorisation from the student support team, e.g. doctors, physio, hospital, dental appoints.
- 5.2 Absences for more than one week at a period of time to be obtained from the student support team. The process will then be as follows:
- 5.2.1.1 Student support team will authorise the absence
 - 5.2.1.2 Student Support team will decline the absence
 - 5.2.1.3 Student support team will request further information or
 - 5.2.1.4 Student support team will request a meeting with the student.
- 5.3 If a student is ill, injured or has some other emergency during university times which means they will miss a class or leave early, they need to inform the student support team.
- 5.4 The student support team can authorise absences and this can be done via email.
- 5.5 Any student who leaves early or miss a class without first speaking to a designated member of staff will be marked absent without permission and may face disciplinary action.

6. Reasons Acceptable for Absence

6.1 The examples below are acceptable reasons for absence, each request for permission to be absent is assessed on a case-by-case basis. If a student's current attendance has fallen below 95% permission may be denied. In all instances the student must get permission in advance and provide supporting evidence. A student may be able to gain permission retrospectively as outlined in paragraph 4.5. Failure to do so will result in the absence being recorded as absent without permission.

- 6.1.1 Illness
- 6.1.2 Immediate family death/emergency
- 6.1.3 Funerals
- 6.1.4 Severe injury
- 6.1.5 Doctor or hospital appointment
- 6.1.6 Court appearances
- 6.1.7 Auditions
- 6.1.8 Appointments with official government bodies

7. **Unacceptable Reasons for Absence**

7.1 Unacceptable reasons for absence are listed below and are not exhaustive as each request for permission is assessed on a case by case basis. Any student who is declined a request to be absent and then do not attend will face disciplinary action. (See Student Disciplinary Policy).

- 7.1.1 External Performances
- 7.1.2 Work Commitments excluding job interviews
- 7.1.3 Holiday
- 7.1.4 Light injury
- 7.1.5 Bank appointments
- 7.1.6 Landlord appointments unless supporting evidence
- 7.1.7 Fatigue

Note the above is just a guide and is not exhaustive.

8. **Amendments to attendance policy**

- 8.1 The Attendance policy will be reviewed in August before the start of each academic year; it is to be noted that amendments to the policy as outlined above maybe implemented at any time throughout the year in accordance with the needs of the University.
- 8.2 Any amendments to the attendance policy as outlined above must be agreed by the Heads of Department before they are implemented.
- 8.3 Amendments to the attendance policy will be notified to students via email with one week's notice.

Related Policy

Disciplinary

Reviewed June 2023 EC