

Section 25 Student attendance policy

25.1 Scope

25.1.1 This policy applies to all enrolled undergraduate and taught postgraduate students studying on York St John University campuses.

25.2 Definitions

25.2.1 **Attendance:** the act of being present at scheduled academic sessions on campus and online, compulsory field and other trips, scheduled assessment, and group work activities.

25.2.2 **Engagement:** the act of a student participating in scheduled academic sessions on campus and online, use of the virtual learning environment, study, library resources, and related opportunities to achieve their full potential in their studies.

25.3 Background to the policy

25.3.1 The University recognises that non-attendance can be a signal that a student is experiencing difficulties. This policy and procedure are intended to help identify where additional support may be necessary.

25.3.2 The University also has responsibilities to a number of bodies to ensure that students attend the programmes for which they are enrolled, and to encourage engagement leading to successful outcomes in assessments. This includes but is not limited to:

- Public authorities who finance programmes of study.
- The professional, statutory and regulatory bodies (PSRBs) that accredit or approve a number of our awards, or allow exemptions from professional examinations upon completion of an award.
- To the UK government, to monitor the attendance of international students whose presence in the UK depends on the University's continued sponsoring of their visa.

25.3.3 The policy supports the [Programme Attendance Regulation](#) and [Immigration Compliance Regulation](#).

25.3.4 The Programme Attendance Regulation sets out the expectation for all students to attend all parts of their programme, and the actions that the University will take if it has a concern regarding a student's attendance or engagement.

25.3.5 The Immigration Compliance Regulation sets out the expectation for all students who require a visa in order to enter, remain, and study in the UK to adhere to the requirements of their visa and UK immigration rules at all times during their studies.

25.4 Summary of the policy

25.4.1 The University will record attendance at scheduled academic sessions both on campus and online. If a student's attendance becomes a cause for concern, the student will be informed, and the [Support to Study policy](#) will be initiated. The academic tutor will explore reasons for non-attendance at scheduled academic sessions and will provide practical information and guidance to support engagement with study.

25.4.2 If concerns around a student's attendance continues the [Support to Study policy](#) will be followed in accordance with the seriousness of concern. The purpose of 'Support to Study' is to identify and secure the implementation of measures to support the student, whilst formally noting concerns about the student's performance, or programme participation.

25.4.3 If there is reason to believe a student has withdrawn from their studies and not informed the University then the presumed withdrawal processed should be followed (refer to [section 26](#)).

25.4.4 If a student fails to address concerns raised about their attendance during the earlier stages of Support to Study, the University may hold a formal 'Phase 2' meeting. The purpose of a 'Phase 2' meeting is to investigate exceptional shortcomings in student performance or programme participation and instigate or recommend help, remedial measures, or disciplinary action relating to academic matters. A 'Phase 2'

meeting will only be held where significant and ongoing concerns have been identified. In particularly serious circumstances this may lead to the termination of a student's enrolment on their programme of study.

25.4.5 This policy concerns the University's minimum requirements for student attendance. Schools may also contact students if their engagement is causing concern in the judgement of the School.

25.5 Scheduled academic sessions

25.5.1 Attendance at scheduled academic sessions will be monitored. Scheduled academic sessions may include the following:

- Attendance at lectures
- Attendance on campus or online at group learning activities such as seminars, tutorials, practical laboratory or studio-based sessions
- Submission of coursework
- Attendance at tests and examinations
- Scheduled face-to-face meetings with an academic tutor
- Moodle engagement

25.5.2 Attendance will be recorded using the approved University systems, or using paper registers.

25.5.3 Students must only register their attendance at scheduled sessions if they are in attendance at that session. Any false representation at registered sessions will result in actions being taken under the [Student Disciplinary Policy](#) or students may be withdrawn from the University.

25.6 Responsibilities of students

25.6.1 Students are required to cooperate with any arrangements made by the University for monitoring attendance. Students should have an appropriate device at all scheduled academic sessions in order to register their attendance through the MyYSJ Application.

25.6.2 When a student is unable to attend a scheduled academic session, they should inform the University of their absence as soon as is reasonably possible using the [Absence Reporting Form](#). Students must notify the University of the reason for their absence. Notified absences will be recorded as an absence from a scheduled academic session. For more information, refer to our [report an absence page](#).

25.6.3 If a student is absent because they are unwell for less than 7 days, they may self-certify using the absence reporting form. Intervening Saturdays, Sundays and public holidays count as sick days when calculating the duration of illness.

25.6.4 If a student is absent for 7 days or more, they will require independent medical certification. Students should note that they will need to meet the cost of any charge made by the medical centre or a GP for independent medical certification.

25.6.5 If a student is absent for an extended period, they may need to suspend their studies for 1 or 2 semesters. Further information about the procedure for suspension is available in [section 7](#).

25.6.6 If a student is unable to meet a deadline for assessment as a result of an absence, they should refer to the Exceptional Circumstances Policy. Further information about the procedure for exceptional circumstances is available in [section 18](#).

25.6.7 Where a student misses a scheduled academic session without notifying the University, they will be recorded as absent.

25.6.8 Where a student has been advised of concern about their attendance or engagement, they will be required to engage with any recommended support in order to seek to address this concern.

25.7 Responsibilities of taught postgraduate students undertaking a capstone project or dissertation

25.7.1 All students undertaking a taught postgraduate capstone project or dissertation are required to have a meeting with an academic member of staff (academic tutor or dissertation supervisor) at least once per month during their independent study. This meeting can take place online.

25.8 Responsibilities of the University

- 25.8.1 The University will alert students to concerns about their attendance or engagement and seek to identify and secure the implementation of measures to support the student.
- 25.8.2 The University will make available the promised learning and teaching opportunities for students. Timetabled classes will only be postponed in exceptional and unavoidable circumstances (for example, staff illness). If it is necessary to postpone a scheduled academic session, the University will notify students promptly and seek to make reasonable alternative arrangements.
- 25.8.3 Academic staff members will facilitate the recording of attendance data, in accordance with university-wide systems, and will act in response to concerns raised regarding student attendance.
- 25.8.4 Academic staff and members of the Programme Administration and Support Service (PASS) will review recorded attendance data, and coordinate action at identified review points.
- 25.8.5 Members of Registry will support the relevant regulatory procedures that may be triggered as result of non-attendance, and will alert the Visa Compliance team when a sponsored student on a Student Visa is withdrawn or had termination of enrolment as the result of non-attendance has been finalised.
- 25.8.6 Members of the Visa Compliance team will operate re-registration sessions and inform the PASS if a student misses this contact point. They will monitor the enrolment of sponsored students (Student Visa route) and alert Registry and the PASS if an expected student does not arrive. They will make reports to the Home Office as appropriate.

25.9 Appeals

- 25.9.1 A student will have the right to appeal against the decision of the Support to Study Phase 1 or Phase 2 Panel, the Fitness to Study Panel, the Fitness to Practice Panel, or the Progress and Award Examination Panel taken under this policy and procedure.
- 25.9.2 A student who requires a visa in order to enter, remain, and study in the UK will have the right to appeal against the decision of the Support to Study Phase 1 or Phase 2 Panel, the Visa Compliance Review Panel, the Fitness to Study Panel, the Fitness to Practice Panel, or the Progress and Award Examination Panel, or the Authorising Officer taken under this policy and procedure.
- 25.9.3 Full information about the appeal procedure is available is available in [section 58](#).

25.10 Attendance monitoring procedure

- 25.10.1 The University will record attendance data for students on undergraduate and taught postgraduate programmes and modules at scheduled academic sessions both on campus and online.
- 25.10.2 At the start of each teaching period (semester), the University will inform students of their responsibilities in respect of attendance at scheduled academic sessions and absence reporting, and of the support available.
- 25.10.3 Schools will determine which activities will not be recorded for the purposes of attendance monitoring. It is expected that attendance at all seminars and workshops will be monitored. It is recommended that attendance at most group learning activities is monitored. Attendance at optional or drop-in activities should not be monitored.
- 25.10.4 Attendance will be reconciled and reviewed on a weekly basis. Where no data is recorded for a scheduled academic session, this will not count towards the student's attendance within an individual week.
- 25.10.5 Attendance will be reviewed at 4 sample weeks within each semester. Where a student's attendance at scheduled academic sessions drops below 60% in the sample week the student's Academic Tutor will be notified. The Academic Tutor will judge whether, based on the available information, including attendance in preceding weeks, the student's attendance is a cause for concern. The Academic Tutor may arrange:
 - a) An informal meeting or conversation with the student as set out in the [Support to Study Policy](#) and [section 25.4.1](#) above.
 - b) A Support to Study Phase 1 or Phase 2 meeting where there is serious or ongoing concern as set out in [section 25.4.3](#) above.
- 25.10.6 A student with on-going consecutive non-attendance may be withdrawn from the University. Refer to the 'Presumed withdrawal policy' (see [section 26](#)).
- 25.10.7 Where a decision is made to withdraw a student from the University, this will be communicated to the student via email. The student will be advised of their effective withdrawal end date.

25.11 Attendance monitoring procedure for sponsored international (Student Visa) students

- 25.11.1 The attendance of sponsored international (Student Visa) students will be monitored at 4 sample weeks within each term. Where a student's attendance at scheduled academic sessions drops below 60% in the sample week the student's Academic Tutor will be notified. The Academic Tutor may arrange:
- A Support to Study Phase 1 meeting where there is a serious or ongoing concern as set out in [section 25.4.3](#) above; or
 - A Support to Study Phase 2 meeting where a student has failed to engage in the Support to Study process or has failed to address concerns about their performance as set out in [section 25.4.1](#) above.
- 25.11.2 It is expected that an informal meeting or conversation with the student as set out in the [Support to Study Policy](#) and [section 25.4.1](#) above will have already taken place where attendance highlights an engagement concern but is not yet below 60%.
- 25.11.3 As an outcome of a Support to Study Phase 2 meeting, the University may make a formal report to the Home Office and withdraw sponsorship of the student's visa. For taught students undertaking a capstone project or a dissertation, scheduled academic sessions will include meetings with an academic member of staff (academic tutor or dissertation supervisor). Other examples of engagement in this dissertation period includes submission of written work and attendance at examinations, as appropriate. The University expects that academic engagement should take place at least once every 21 days.
- 25.11.4 During teaching periods where alternative teaching and learning activities take place, students will be required to maintain engagement with the University. Examples of such periods are work placements, field trips or study abroad. An appropriate form of engagement will be determined for each case.
- 25.11.5 Where the University has reason to believe that the sponsored international (Student Visa) student has breached, or may be at risk of breaching the conditions of their visa or UK immigration rules, the student may be required to attend a Support to Study Phase 2 meeting.
- 25.11.6 Where a sponsored international (Student Visa) student fails to adhere to attendance conditions set at a Support to Study Phase 1 or Phase 2 meeting, the University will make a formal report to the Home Office and may withdraw sponsorship of the student's visa.
- 25.11.7 Where a sponsored international (Student Visa) student has their enrolment terminated as an outcome of action taken under this policy, the University will cease sponsorship immediately and will notify the Home Office.
- 25.11.8 Where a sponsored international (Student Visa) student is undertaking an official role as a Student Union sabbatical officer, the University expects that engagement with University or Student Union staff will take place at least once every 21 days, though the duties of the role will require this to be more frequent.