

1 Scope of the Policy

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

2 Definitions

- 2.1 Attendance: the act of being physically present at scheduled academic sessions, compulsory field and other trips, scheduled assessment, and group work activities.
- 2.2 Engagement: the act of a student participating in scheduled academic sessions, use of the virtual learning environment, study, library resources, and related opportunities to achieve their full potential in their studies.

3 Background to the Policy

- 3.1 The University recognises that non-attendance can be a signal that a student is experiencing difficulties. This policy and procedure is intended to help identify where additional support may be necessary.
- 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; and 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.
- 3.3 The policy supports the Programme Attendance Regulation and the Immigration Compliance Regulation.
- 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.
- 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.

4 Summary of the Policy

- 4.1 The University will record attendance at scheduled academic sessions. If a student's attendance becomes a cause for concern, the student will be informed, and they may be invited to attend a Case Consultation. If a student fails to attend a Case Consultation, or fails to address concerns raised about their attendance, the University may hold a Standards Review meeting. In particularly serious circumstances this may lead to the termination of a student's enrolment on their programme of study.
- 4.2 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.

5 Scheduled academic sessions

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

- attendance at lectures;
- attendance at group learning activities such as seminars, tutorials, practical laboratory or studio based sessions;
- submission of coursework;
- attendance at tests and examinations; and
- scheduled face-to-face meetings with an academic tutor.

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

6 Responsibilities of students

6.1 Students are required to cooperate with any arrangements made by the University for monitoring attendance. Students should bring their Student ID card to all scheduled academic sessions, as the production of the card may be required in order to register their attendance.

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 and will impact on the overall attendance recorded for a student, but the absence will be noted as explained.

6.3 If a student is absent because they are unwell for less than seven 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.

6.4 If a student is absent for seven 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.

6.5 If a student is absent for an extended period, they may need to suspend their studies for one or two semesters. Further information about the procedure for suspension is available on the [Suspension of Studies](#) webpage.

6.6 If a student is unable to meet a deadline for assessment as a result of an absence, they should refer to the [Assessment Deadlines and Exceptional Circumstances Policy](#).

6.7 Where a student misses a scheduled academic session without notifying the University, they will be recorded as having an unauthorised absence.

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.

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

7.1 All students undertaking a taught postgraduate (Master's) 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.

8 Responsibilities of the University

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.

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.

- 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.
- 8.4 Members of the School Administration Unit (SAU) will review recorded attendance data, and coordinate action at identified review points.
- 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 Tier 4 student's withdrawal or termination of enrolment as the result of non-attendance has been finalised.
- 8.6 Members of the Visa Compliance team will operate re-registration sessions and inform the SAU if a student misses this contact point. They will monitor Tier 4 student enrolment and alert Registry and the SAU if an expected student does not arrive. They will make reports to the Home Office as appropriate.

9 Appeals

- 9.1 A student will have the right to appeal against the decision of the Standards Review Panel, or the Board of Examiners for Progress and Award taken under this policy and procedure.
- 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 Standards Review Panel, the Board of Examiners for Progress and Award, or the Authorising Officer taken under this policy and procedure.
- 9.3 Full information about the appeal procedure is available on the [Appeals and Complaints](#) webpage.

10 Attendance Monitoring Procedure

- 10.1 The University will record attendance data for students on undergraduate and taught postgraduate programmes and modules at scheduled academic sessions.
- 10.2 At the start of each teaching period (semester or term), the University will inform students of their responsibilities in respect of attendance at scheduled academic sessions and absence reporting, and of the support available.
- 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.
- 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.
- 10.5 Where a student's attendance at scheduled academic sessions first drops below 40% in two weeks the student's Academic Tutor will be notified. The Academic Tutor will judge whether, based on the available information, the student's attendance is a cause for concern. The Academic Tutor may arrange an informal meeting or conversation with the student.
- 10.6 Where a student's attendance at scheduled academic sessions first drops below 40% in a second period of two weeks, a Case Consultation will be recommended. The Academic Tutor in consultation with the Subject Director or Academic Discipline Lead (when appointed) will judge whether, based on the available information, a Case Consultation is required.
- 10.7 Where a student's attendance at scheduled academic sessions first drops below 40% in a third period of two weeks, a Standards Review will be recommended. The Academic Tutor in consultation with the Subject Director or Academic Discipline Lead will judge whether, based on the available information, a Standards Review is required. If a Case Consultation has not previously taken place, a Case Consultation may be recommended in the first instance.

11 Attendance Monitoring Procedure for sponsored international (Tier 4) students

- 11.1 In addition to the attendance monitoring procedure outlined above, the attendance of sponsored international (Tier 4) students will be monitored at key events. Students will have a minimum of 10 key events per semester or term. For the purpose of attendance monitoring, seminars and workshops will be classified as key events. If a student has fewer than 10 seminars or workshops in a semester or term, schools will identify other appropriate key events to be monitored. This will be reported to the SAU prior to the start of the teaching period. For taught postgraduate students undertaking a capstone project or a dissertation, key events will include meetings with an academic member of staff (academic tutor or dissertation supervisor).
- 11.2 Where a sponsored international (Tier 4) student misses any 5 consecutive key events within a semester (undergraduate) or term (postgraduate), the SAU will review attendance at all scheduled academic sessions. In consultation with the Subject Director or Academic Discipline Lead and Visa Compliance team, the SAU will suggest whether, based on the available information, a Case Consultation or Standards Review is required.
- 11.3 Where a sponsored international (Tier 4) student misses 10 consecutive key events within a semester (undergraduate) or term (postgraduate), or has attendance of less than 75% at key events in a semester or term, the student will be required to attend a Standards Review meeting. As an outcome of the Standards Review, the University may make a formal report to the Home Office and withdraw sponsorship of the student's visa.
- 11.4 Where the University has reason to believe that the sponsored international (Tier 4) 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 Standards Review meeting.
- 11.5 Where a sponsored international (Tier 4) student fails to adhere to attendance conditions set at a Case Consultation or a Standards Review, the University will make a formal report to the Home Office and may withdraw sponsorship of the student's visa.
- 11.6 Where a sponsored international (Tier 4) 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.

12 Attendance Monitoring Procedure stages

Stage	Action	Notes
1 (informal) All students	Email to Academic Tutor notifying absence. Academic Tutor will judge whether this is a cause for concern. Academic Tutor may arrange an informal meeting or conversation with the student.	When attendance first drops below 40% in two weeks.
2 (informal) All students	Email to Academic Tutor notifying absence. Academic Tutor and Subject Director or Academic Discipline Lead to judge whether a Case Consultation is required.	When attendance drops below 40% for a second period of two weeks.
3 (formal) All students	Email to Academic Tutor notifying absence. Academic Tutor and Subject Director or Academic Discipline Lead to judge whether a Standards Review is required.	When attendance first drops below 40% for a third period of two weeks.
4 (formal) Sponsored international (Tier 4) students only	Email to Academic Tutor notifying absence. Academic Tutor and Subject Director or Academic Discipline Lead to judge whether a Case Consultation or Standards Review is required.	When 5 consecutive key events are missed within a semester (undergraduate) or term (postgraduate).

Stage	Action	Notes
5 (formal) Sponsored international (Tier 4) students only	Email to Academic Tutor notifying absence. Standards Review mandatory. This may result in a formal report to the Home Office and withdrawal of sponsorship.	When 10 consecutive key events are missed within a semester (undergraduate) or term (postgraduate), or attendance at key events is less than 75% in a semester or term.

Version Control Statement

Version:	5.3		
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	Redrafted to incorporate elements of policy and procedure from previous attendance regulation. Procedure revised to report based on percentage attendance in blocks of two weeks.	08/03/2019	Approval deferred
	Reduction in percentage requirement for attendance. Clarification that key events will be seminars and workshops.	24/07/2019	Chair of Academic Board under delegated authority, 14 August 2019