

## 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 present at scheduled academic sessions on campus and online, compulsory field and other trips, scheduled assessment, and group work activities.
- 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.

## 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 [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 both on campus and online. If a student's attendance becomes a cause for concern, the student will be informed, and they may be invited to meet or have a conversation with their academic tutor. 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.
- 4.2 If a student's attendance becomes a serious or ongoing cause for concern, the student will be informed, and they may be invited to a further meeting with their academic tutor, or to attend a Case Consultation. The purpose of a Case Consultation 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.
- 4.3 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. The purpose of a Standards Review 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 Standards Review 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.

- 4.4 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 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; and
- scheduled face-to-face meetings with an academic tutor.
- Moodle engagement

- 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 have an appropriate device at all scheduled academic sessions in order to register their attendance through the MyYSJ Application.
- 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
- 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 absent.
- 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 Academic staff and 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 student on a Student Visa is withdrawn or had 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 the enrolment of sponsored students (Student Visa route) 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 both on campus and online.
- 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 Attendance will be reviewed in weeks 3, 6, 9, and 12. Where a student's attendance at scheduled academic sessions drops below 40% 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 4.1 above;
  - b) a Case Consultation where there is serious or ongoing concern as set out in 4.2 above;

- c) or a Standards Review where a student has failed to attend a Case Consultation or has failed to address concerns about their performance as set out in 4.3 above;

10.6A student with on-going consecutive non-attendance may be withdrawn from the University.

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.

## 11 Attendance Monitoring Procedure for sponsored international (Student Visa) students

11.1 The attendance of sponsored international (Student Visa) students will be monitored at weeks 3,6,9 and 12. Where a student's attendance at scheduled academic sessions drops below 40% in the sample week the student's Academic Tutor will be notified. The Academic Tutor may arrange:

- a) a Case Consultation where there is a serious or ongoing concern as set out in 4.2 above;
- b) or a Standards Review where a student has failed to attend a Case Consultation or has failed to address concerns about their performance as set out in 4.3 above.

11.2 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. 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.

11.3 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.

11.4 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 Standards Review meeting.

11.5 Where a sponsored international (Student Visa) 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 (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.

11.7 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.

## Version Control Statement

Version:	5.5		
Document title:	Student Attendance Policy		
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Amendments since approval	Detail of revision:	Date of revision:	Revision approved by:
	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
Revised for new monitoring system-Connect. Removal of wording 'at physical sessions' to incorporate all teaching including online. Addition to point 6.1 students should have an appropriate device to register their attendance. Removal of Attendance Monitoring Stages table, generalised into 3 action points by an academic tutor. Removal of specific two-week time frame that attendance can fall below 40% before the Academic Tutor is notified. Points 10.6 and 10.7 added regarding withdrawal due to consecutive non-attendance. Removal of point 11.2 where a Tier 4 student misses 5 consecutive key events a case consultation/Standards Review is required. Reference to attendance both on campus and online added to sections 2, 4, 5, and 10. Section 4 amended to provide greater clarity regarding expectation of engagement with students in the event of non-attendance, and the purposes of a Case Consultation and Standards Review. Paragraph 10.5 amended to set out the timescale for reviewing attendance.	01/09/2020	Approved by Chair of Academic Board 22/09/2020
Removal of references to Tier 4 with Student Visa due to changes to UKVI regulation. Section 11 amended to include engagement expectations within alternative teaching and learning activities, dissertation periods and as a Sabbatical Officer.	14/12/2021	For approval by the Chair of Academic Board 12/12/2021