

## **LSC Attendance Policy for students enrolled on University of Suffolk programmes**

Attendance is a vital component in student retention, progression and achievement. Regular attendance and academic achievement are closely linked. Students who actively participate in their learning by attending and engaging in classes should: enjoy a rewarding experience in which knowledge, skills and abilities are developed; successfully complete their course; and achieve better results. Attendance monitoring allows timely intervention and support when students are not fully engaging and facilitates an ongoing dialogue between staff and students regarding success and progression.

Students must attend all learning and teaching sessions (whether face-to-face or online) unless they have valid reasons for not doing so. The learning and teaching methods for each course and component modules are set out in the Student Course Handbook. Examples of learning and teaching sessions (which may be face-to-face or virtual) include, but are not limited to: lectures, seminars, tutorials, workshops, etc. Students must arrive on time for classes and remain for the duration of the session. Late arrival at, and early departure from sessions is disruptive, discourteous, unprofessional and unfair to other class members and tutors. Attendance data will be collected through mechanisms including card readers and online attendance monitoring tools.

The University expects 100% attendance but understands that students may face difficulty in attending all sessions, and as such recognises that there may be cases of absence. Nevertheless, students are responsible for:

- Attending all learning and teaching sessions (whether online or face-to-face);
- Engaging with the attendance mechanisms in place within their location of study;
- Notifying their programme administrator and lecturer regarding any unavoidable absences prior to or as soon as is practicably possible after the event.

Unsatisfactory attendance is deemed to be when a student does not attend three consecutive scheduled sessions and does not have valid reasons for non-attendance. Valid reasons may include (not exhaustive):

- illness, accident or injury, medically certified;
- the death or serious illness of a close family member or dependent (of a nature which, in an employment context, would have led to an absence in accordance with compassionate leave regulations);
- other significant exceptional factors.

Unsatisfactory attendance actions will be triggered by formal attendance registration data and where other behaviours are noted which may not be reflected in this data (this may include cases of persistent late arrival/early departure, repeated periods of sporadic attendance, or where there is other cause for concern).

Where it is identified that attendance is unsatisfactory, the following actions will be taken:

- After each session of absence, students will receive an automated email noting the absence, offering support and indicating that continued absence may ultimately lead to withdrawal.
- After three consecutive sessions of non-attendance (i.e. at end of two weeks), the Programme Administrator will approach the student by email (sent to their institutional email address) to request they make contact to explain the absence.

- If the student does not recommence attending and does not satisfactorily explain their absence, after a further two consecutive sessions of non-attendance (five sessions in total, at end of three weeks) a meeting request will be sent requiring the student to make contact with their Programme Leader.
- At the meeting an explanation for their unsatisfactory attendance will be sought and information and advice regarding support services will be provided (week four).
- After a further two sessions of consecutive non-attendance (five weeks in total), if the student has failed to contact their Programme Leader and/or fails to recommence attending, they will be informed that withdrawal proceedings may commence within seven days and again be invited to make contact.
- If there is no contact after six weeks of absence, the student will be informed that withdrawal proceedings will commence with implied consent after five days (providing a further opportunity to communicate).
- After a final two sessions of consecutive non-attendance (seven weeks in total), if the student has failed to make contact and/or fails to recommence attending, they will be sent a letter from the University (via LSC) to confirm their withdrawal and that the student's sponsor / Student Loan Company will be notified.

Where a student is withdrawn from their course due to unsatisfactory attendance, they will have the right to appeal via the University's [Academic Appeals Procedure](#).

Deliberate misuse of electronic systems or paper registers with the aim of falsifying attendance records will be treated seriously and will result in disciplinary action.