

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 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 to facilitate an ongoing dialogue between staff and students regarding success and progression.

Students must attend all learning and teaching sessions 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 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.

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;
- 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 in where other behaviours are noted which may not be reflected in this data (this may include cases of e.g. early departure or where there is other cause for concern).

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

- After three consecutive sessions of non-attendance, the Programme Administrator will contact the student by email (sent to their institutional email address) to advise them of the trigger point, and 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 2 consecutive sessions of non-attendance (5 sessions in total) 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.
- After a further 2 sessions of consecutive non-attendance (7 sessions in total), if the student has failed to contact their Programme Leader and/or fails to recommence attending, the student will be informed that withdrawal proceedings may commence within 7 days.

A student's sponsor, including an employer, the Local Authority, or the Student Loan Company may be informed about the unsatisfactory attendance.

Ongoing unsatisfactory attendance and non-engagement with the above processes may result in the student being removed from their programme of study.