

## Student Attendance Policy 2020/21

<b>Responsibility for Policy:</b>	Registrar and Chief Operating Officer
<b>Relevant to:</b>	All LJMU Staff and Students
<b>Approved by:</b>	Academic Board 8 October 2020
<b>Responsibility for Document Review:</b>	Head of Registry Services.
<b>Date introduced:</b>	September 2012
<b>Date(s) modified:</b>	June 2018, June 2019, October 2019, July 2020
<b>Next Review Date:</b>	June 2021

### RELEVANT DOCUMENTS

List here any documents that relate to the creation of this policy

- Academic Framework
- Student Terms and Conditions

### RELATED POLICIES & DOCUMENTS

List here any internal policies or documents that are relevant to this policy

- Assessment Regulations



## Student Attendance Policy

### Introduction

The University has an obligation to ensure that it has accurate records of all student attendance for funding and other statutory returns, alongside its legal duty to report to UK Visas and Immigration (UKVI).

Students who are in receipt of bursaries, sponsorship or other funding should be aware that the University may be obliged to report any absences to the relevant funding authority, and this may affect their funding.

International (Tier 4) students should be aware that the University has a duty to ensure students fully engage with their studies throughout the duration of their programme of study. Information regarding attendance for international students can be found at <https://www.ljmu.ac.uk/academic-registry/student/registry-services/further-information-for-international-students>.

Some programmes may have additional attendance requirements specified by their Professional, Statutory and Regulatory Body (PSRB). Additional requirements can be found in the relevant Programme Guide.

Attendance data is utilised by the Learner Digital Engagement Software for academic and support staff to obtain an overall picture of a student's engagement. In addition, enhanced Canvas Analytics have been developed to provide detailed information regarding student engagement with Canvas. See: [https://ltech.ljmu.ac.uk/?page\\_id=10095](https://ltech.ljmu.ac.uk/?page_id=10095).

### Policy

1. The University expects all students to engage with all programme related course activity, including, but not restricted to: timetabled teaching sessions; on-line learning; research supervision sessions; placements (as appropriate); and personal tutorials.

Failure to engage with all required sessions may result in a student not being allowed to continue with their programme of studies. Withdrawal due to lack of engagement will be determined by the Programme Leader and the School Director.

Students have a right of Appeal against a withdrawal decision. Please see Student Attendance Policy: Appeals 2020/21.

2. Attendance and engagement will be monitored on a regular basis throughout the weeks during those parts of a course/period of study where timetabled in-class teaching sessions, i.e. face-to-face sessions, are being held.
3. Students who have not attended scheduled face-to-face classes for **four consecutive weeks** without explanation and authorisation will be contacted by their Personal Tutor to discuss their progress and check that they are able to continue with their studies. The purpose of this meeting should be enabling and supportive.
4. Students, academic staff, and support staff all have a responsibility to ensure that any changes in student circumstances are promptly reported to the appropriate team for action.

**Please note this policy applies to all taught students (Levels 3 – 7).**