

## Student Attendance Policy 2022/2023

<b>Responsibility for Policy:</b>	<i>Registrar and Deputy Chief Executive</i>
<b>Relevant to:</b>	<i>All LJMU Staff and Students</i>
<b>Approved by:</b>	<i>Education Committee June 2019</i>
<b>Responsibility for Document Review:</b>	<i>Head of Registry Services</i>
<b>Date introduced:</b>	<i>September 2012</i>
<b>Date(s) modified:</b>	<i>June 2017, July 2018, June 2019, June 2020, July 2022</i>
<b>Next Review Date:</b>	<i>August 2023</i>

### 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.

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.

## Policy

1. The University expects all students to attend all programme related course activity, including, but not restricted to: timetabled teaching sessions; research supervision sessions; placements and personal tutorials. Failure to attend all required sessions may result in a student not being allowed to continue with their programme of studies.
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 sessions, research supervision sessions, and personal tutorials are being held.
3. Students who fail to attend for **one week** will be contacted via an automated email to ascertain their circumstances.
4. Students who fail to attend for **three consecutive weeks** will be contacted via an automated email to ascertain their circumstances.
5. Students who have failed to attend for **four consecutive weeks** without sufficient explanation and authorisation will receive an automated email advising that they will now be required to attend an interview with the

Programme Leader to discuss their continuation on the programme of study. Faculties will send a meeting appointment to students following this email.

6. At this meeting, the student and Programme Leader will formulate the Student Attendance Agreement **Appendix 1**. A range of outcomes are available to the Programme Leader, including a recommendation for withdrawal from the programme of studies.
7. Failure to attend this interview without prior notice may lead to withdrawal from the programme of studies. Please see Withdrawal Policy <https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/142.pdf?la=en>
8. Students are permitted a maximum of two *Student Attendance Agreements* per academic year. Continued non-attendance following a second attendance agreement may result in withdrawal from the University.
9. To initiate student withdrawal for non-attendance please liaise with the School/Faculty Admin Office for processing advice.
10. 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.
11. **PLEASE NOTE THIS POLICY APPLIES TO LEVEL 3, 4, 5, 6 & 7 STUDENTS.**

### **Student Attendance Appeals**

A student may appeal against their withdrawal under the Attendance Policy if they can demonstrate:

- i. that there has been a material administrative error or;
- ii. some other material irregularity has occurred;
- iii. that the decision to withdraw the student from their programme was unreasonable.

Disagreement with the decision to withdraw a student is not in itself grounds for appeal. There are strict deadlines for the submission of an appeal. Students must lodge the appeal with the Student Governance Office **within 10 working days of notification of their withdrawal from the programme.**

The Attendance Policy Withdrawal Appeal form is available via Student Governance Forms at <https://myservices.ljmu.ac.uk/>. If you cannot access the online forms please contact [StudentGovernance@ljmu.ac.uk](mailto:StudentGovernance@ljmu.ac.uk)

Further information and guidance relating to submitting an appeal can be found at <https://policies.ljmu.ac.uk/UserHome/Policies/PolicyDisplay.aspx?&id=446&l=1>

Independent advice is available to students at John Moores Students Union (JMSU) Advice and Information centre on telephone 0151 231 4900, email [jmsuadvice@ljmu.ac.uk](mailto:jmsuadvice@ljmu.ac.uk)

### **General Data Protection Regulations 2018**

Liverpool John Moores University is registered as a Data Controller with the Office of the Information Commissioner as required under the General Data Protection Regulations 2018. The University only processes data in accordance with the Regulations and for the purposes notified to the Information Commissioner.



## Student Attendance Agreement 2022/2023

**Name:**

**Student ID:**

**Programme:**

### Attendance Information

Last date of attendance:

Date of 1 week email:

Date of 3 week email:

Date of 4 week email:

Date of attendance meeting:

Has a previous Attendance Agreement been in place during this academic year? Y/N

If yes, what is the date of the previous Attendance Agreement:

Reasons for absence:

Student Actions:

Support to be put in place by Programme team:

Review date:

Programme Leader signature:

Student Signature: