

University Campus Oldham (UCO) Student Attendance Policy

Reference Code:	UCOQH – PO009
Version No:	2.1
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Originator:	Head of Student Journey
Approved by:	HE Management Group
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Purpose:

The Student Attendance Policy has been developed as part of University Campus Oldham's (UCO) commitment to providing a supportive learning environment which enables all students to achieve their full potential. Student engagement with all aspects of the learning experience is a key enabler of attaining the best possible academic outcomes. UCO expects that students will fully and proactively engage with their studies and the learning and teaching activities within their chosen degree programme.

Attendance is a key component of students' engagement with their studies and therefore is important in student retention, progression, achievement and employability. Regular attendance and academic achievement are closely linked; at UCO we set a minimum expectation of 85% attendance.¹ Students who actively participate in their learning by regularly attending and participating in classes and other scheduled activities are more likely to:

- enjoy a rewarding experience in which their knowledge, skills and abilities are developed
- successfully complete their course
- achieve better results.

Monitoring of student attendance also allows UCO to calculate and manage grant and bursary payments. Students who are in receipt of funding or bursaries should be aware that UCO may be obliged to report any absences to the funding authority and this may impact upon their funding. UCO also has an obligation to ensure that it has accurate records of all students for funding and other statutory returns.

1. Policy

1.1 UCO expects all students to attend all learning and teaching sessions associated with the programme on which they are enrolled, including Placements and/or Work-based Learning.

¹ For example, see: Halpern, N. (2007) 'The impact of attendance and student characteristics on academic achievement: Findings from an undergraduate business management module', *Journal of Further and Higher Education*, 31(4), pp. 335-349.

1.2. Students should arrive on time and remain for the duration of the session. Late arrival at, and early departure from, teaching sessions is disruptive, unprofessional and unfair to other students and to the tutor. If you are more than 15 minutes late the tutor is within their rights to refuse you entry to the class. If you enter the class late and the register has already been taken it is your responsibility to ensure that your tutor records your attendance or you may be marked as absent.

1.3. Students are expected to attend with their UCO ID card on their person. Replacement cards are available at the UCO Reception Desk and incur a replacement fee.

1.4 Course teams will inform students of timetabling or room changes in a timely fashion, and by all appropriate means of communication, in order to enable student attendance and engagement.

1.5 Course Teams will remind students of the importance of attendance, especially the link between attendance and academic progression. This is embedded in the HE Tutorial Scheme and is a focal point of personal, academic and group tutorials.

1.6 Students who are experiencing difficulties, which may prevent them from attending, are strongly advised to seek advice and support from their Personal Tutor, who may then refer them to specialist Professional Support Services.

1.7 Requests for leave will only be granted by the Course Leader in exceptional circumstances i.e. bereavement, serious personal/family difficulties. If a period of absence coincides with examinations or any form of assessment, the Awarding Bodies Academic Framework Regulations relating to Extenuating Circumstances will apply.

2. Attendance Monitoring

2.1 Attendance is monitored on a daily basis with a register being taken in scheduled teaching time. Attendance information is attached to an individual's student record. Students are required to contact the Module Leader to report any absence from a module session.

2.2 Attendance is calculated on a daily basis and all timetabled sessions contribute to a student's overall attendance record. Each day the total time of the timetabled classes will be added together to give the percentage of classes attended, not attended, cancelled, or not recorded. Attendance will be calculated for the whole programmes and the individual module.

2.3 Students who fail to attend a module for two consecutive weeks will be contacted by their Module Leader to determine the reason for absence and discuss whether additional support is required.

2.4 Should overall attendance on the course fall below 80%, students will be contacted by their Personal Tutor to determine the reason for absence and discuss whether additional support is required.

2.5 In instances where 2.3 and/or 2.4 result in unsatisfactory outcomes, or where students have failed to attend for three consecutive weeks without sufficient explanation and authorisation, students are required to attend an interview to discuss their continuation on the programme of study with the Course Leader.

2.6 In instances where students have failed to attend any of the other meeting requests to discuss attendance, or where there has been non-attendance for five consecutive weeks without sufficient explanation and authorisation, students are required to attend an interview to discuss their continuation on the programme of study with their Faculty Lead. The outcome of this interview could be withdrawal from the course. Failure to attend this interview will lead to automatic withdrawal from the course. If withdrawn from a programme of study, students are notified by letter. In the event of withdrawal, UCO may be required to inform the authority providing funding support for tuition fees and the student loans company.

Right of Appeal

A student withdrawn under the UCO Student Attendance Policy will have the right to appeal the decision. Any appeal must be submitted in writing to the Vice Principal (Higher Education and Higher Skills), within two weeks of the date of the letter notifying the student of the withdrawal. Any such appeal may only be made on the grounds of procedural irregularity or unavoidable inability to engage with the process. The decision of the Vice Principal (Higher Education and Higher Skills) will be final in this matter.

Appendix A: Process for Attendance Monitoring

