

Student Attendance Policy

1. Introduction

- 1.1 This policy is part of our university's commitment to supporting our students to enable them to achieve their full potential. We provide this support through a number of strategies, all of which aim to provide our students with a supportive learning environment. This attendance policy sets out our requirements in relation to attendance, whilst recognising our responsibilities, and the responsibilities of our students in the implementation of this policy.
- 1.2 Where professional bodies or Tier 4 immigration requirements specify levels of attendance and/or engagement, or the implementation of particular monitoring and reporting processes, these are in addition to the attendance requirements in the Student Attendance Policy [this policy].
- 1.3 There are specific and additional requirements for those students sponsored under Tier 4 of the points based immigration scheme enabling the university to meet its requirements as a Tier 4 sponsor, which will be set out in the [Tier 4 attendance section](#) of this policy.
- 1.4 Programme specific attendance requirements are in addition to the attendance requirements in the Student Attendance Policy [this policy].

2. Principles

The policy will be:

- 2.1 Applied consistently and fairly for all students
- 2.2 Subject to monitoring, evaluation and review at agreed intervals through the academic board with advice from academic registry and in consultation with students where appropriate
- 2.3 Flexible enough to allow for absences due to illness and other circumstances
- 2.4 Facilitate placements, practice learning, volunteering and other similar opportunities with the agreement of tutors where necessary.

3. University Regulations on Attendance

- 3.1 **University regulation C2.1:** Students should attend all timetabled learning sessions or events and undertake assignments as specified in the regulations governing the module to be eligible for formal assessment and/or continuation on their programme of study.
- 3.2 **University regulation C2.6:** Students with 3 weeks consecutive non-attendance may be withdrawn. A student with consistent poor attendance may also be withdrawn at the discretion of the programme leader (or delegate) in line with guidelines defined in the Student Attendance Policy [this policy].

4. Operation of the Attendance Policy

- 4.1 *All students are responsible for:*
 - a) Attending timetabled learning sessions or events as identified by their timetable.
 - b) Meeting the requirements as laid out in this policy.

Students attending the Hendon Campus are additionally responsible for:

- c) Checking-in to their timetabled learning sessions or events via the MDX app or online
- d) Checking their attendance record via the MDX app or online .

4.2 *Programme teams are responsible for:*

- e) Highlighting the importance of attendance and outlining any programme specific attendance requirements
- f) Monitoring records of attendance to ensure that students are meeting thresholds
- g) Identifying students who are not attending consistently
- h) Identifying students who may benefit from support aimed at helping the student to successfully complete the course.

5. **Absence**

- 5.1 An occasional missed timetabled learning session or event due to illness or other circumstance will be recorded as an absence with no further action required
- 5.2 An occasional missed check-in to a class will be recorded as an absence with no further action required
- 5.3 Non-attendance of 10 consecutive calendar days due to medical reasons requires a medical certificate for the duration of the absence. No medical certificate is required for further absence due to the same ongoing illness
- 5.4 Planned absence from a timetabled learning session or event which is known about in advance requires authorisation from the programme team
- 5.5 There is no automatic authorisation for absence on the basis of religious observance. Where religious observance affects a student's attendance at a timetabled learning session or event, the student should discuss this with their programme team who will give sympathetic consideration to any reasonable adjustments that can be made (e.g. to attend a different timetabled session)
- 5.6 Absence from timetabled learning sessions or events due to work commitments is not a sufficient reason for absence.

6. **Programme-level intervention**

- 6.1 Students with low attendance in their timetabled learning sessions or events in any consecutive 3 week period will be identified by the programme team as vulnerable to failure and will be supported with interventions aimed at helping the student to successfully complete their studies
- 6.2 Students who are identified as vulnerable to failure and who do not improve their attendance following intervention may be withdrawn at the discretion of the programme team
- 6.3 Students with 3 weeks of consecutive non-attendance may be withdrawn
- 6.4 Where a decision is made to withdraw a student from the University, this will be communicated to the student via email. The student will be advised of the effective withdrawal date and will be provided with advice and guidance on appealing the decision should they wish to do so
- 6.5 The programme team may also decide that it would be in the best interest of the student to interrupt their studies. This is likely to be in cases where students have missed too much of their course to have a reasonable chance of catching up and succeeding with their studies, regardless of the cause of absence
- 6.6 In cases where the programme team agree that an Interruption of Studies is appropriate, students will be referred to the Progression and Support team for advice and guidance.

7. Tier 4 Attendance

- 7.1 Middlesex University is legally required to monitor all Tier 4 sponsored students and to maintain attendance records, reporting non-attendance when necessary in line with UK Visas and Immigration (UKVI) regulations as well as the Immigration Rules
- 7.2 It is to be noted that the UKVI Policy in relation to attendance monitoring is continually under review with amendments notified to sponsors. Therefore this policy is subject to regular changes and reviews in line with the declaration of the UKVI revised regulation
- 7.3 Tier 4 students are required to engage with their study through 'expected contacts'. These 'contacts' are not defined by the UKVI but should include attendance in formal academic or pastoral care activities
- 7.4 Students who miss 10 consecutive expected contacts must have sponsorship withdrawn and the UKVI notification submitted
- 7.5 It is the Tier 4 sponsor's responsibility to decide when absences are permitted and therefore not counted as missed expected contacts. Evidence must be retained supporting the decision to allow an absence in case it is queried by Home Office compliance officers
- 7.6 If, as a result of permitted absences, students will not be studying for a period of more than 60 days and are unable to complete their studies in the original time frame, they should defer completion of their studies and sponsorship must be withdrawn
- 7.7 Postgraduate research students who are sponsored under Tier 4 will be responsible for ensuring that their monthly supervisory sessions are signed by the Director of Studies and submit a copy of this each month to the Student Visa Compliance Team

8. Postgraduate research students

- 8.1 The Director of Studies for a postgraduate research student is responsible for monitoring progress and recording attendance at expected contact points, including supervisory sessions
- 8.2 Planned absence from a postgraduate research programme requires authorisation from the student's Director of Studies.

9. Students on placement

- 9.1 The placement provider will monitor attendance of the placement student
- 9.2 A single unauthorised absence should be reported to the Placement Supervisor by the placement provider
- 9.3 The Placement Supervisor will escalate any Tier 4 placement students to the Student Visa Compliance Team

10. Students studying by distance learning

- 10.1 For distance learning students, the Programme Leader will be responsible for monitoring student participation and will implement mechanisms to ensure that appropriate contact with the student is maintained.

11. Right of appeal against a decision to withdraw

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11.1 Where a student disagrees with the programme team's decision to withdraw the student for poor attendance, the option to appeal via the [Universities Complaints and Grievance procedure](#) is open to them.

12. Monitoring of the Policy

12.1 The attendance policy will be reviewed by the Assurance Committee at appropriate intervals and amendments and updates will be made to the policy as required

12.2 Each faculty will be required to provide a report on attendance trends as part of the Annual Monitoring Enhancement Process.