

## **B14 STUDENT ATTENDANCE**

### **B14.1 Aim**

As there is a strong correlation between attendance and progression, attendance is monitored with the aim of providing support where appropriate and following up any problems as they arise.

### **B14.2 Responsibilities**

Any member of teaching staff is likely to be involved in monitoring student attendance.

Staff are requested to keep records of attendance at lectures, tutorials and laboratory classes. Non-submission of coursework, or non-attendance at in-class tests or examinations should also be recorded. Module Leaders should have general attendance figures available for the Subject Panel meetings and Module Review forms at the end of the academic year.

### **B14.3 Procedure**

Where a member of staff identifies a student whose attendance is poor, the Module Leader concerned should contact the student (by e-mail, letter and/or in person) and request an explanation. If the student has been absent for a legitimate reason, they should be advised to complete and submit an Extenuating Circumstances form. The Module Leader should copy any communication with the student to the appropriate Stage Tutor.

If the student's attendance continues to give cause for concern, the Module Leader should again inform the Stage Tutor. The Stage Tutor may then request the Faculty Registrar to initiate formal action:

The Faculty Registrar will request a written explanation of the student's absence – any reply is forwarded to the Stage Tutor. The Faculty Registrar then requests the student to make an immediate appointment to see the Stage Tutor. At this meeting the student's progress will be discussed, and appropriate action advised. If no response is received, the Faculty registrar sends a second letter advising the student that they may be withdrawn from the University unless they make an immediate appointment to see the Stage Tutor.

Copies of the above correspondence may be sent to the University Registry, who may inform appropriate bodies.