

Faculty of Health and Life Sciences Attendance Policy (October 2015)

Principles

1. Staff should promote an adult learning environment that fosters the development of autonomous, independent learners. We recognise within this that students of the Faculty are subject to differing funding arrangements, as such, some are required to attend teaching sessions whilst others are not.
2. Curriculum design should include learning and assessment methods that promote high attendance rates¹.
3. Students should be helped to recognise that attendance leads to success and that their presence in sessions contributes to the learning experience of others.
4. Monitoring of attendance is shown to enhance student success and is encouraged.
5. Information and processes regarding attendance requirements should be clear fair and accessible.
6. Students cannot fail an academic component of a course due to non or limited attendance unless attendance requirements are specified as part of an assessment.
7. Where attendance is a professional body requirement this must be made clear to students.
8. It is the student's responsibility to meet attendance requirements (if applicable) and to notify the University if they will be absent.

Operational

1. Where it is required, it is the overall responsibility of the Associate Dean for Student Experience/ Faculty Head of Finance to ensure that adequate systems are in place to monitor attendance.
2. At the programme level, where there are attendance requirements, it is the responsibility of the programme lead to ensure that systems are in place to monitor attendance, that they are used and to confirm whether or not students have met attendance requirements.
3. The module leader, where there are attendance requirements has responsibility for implementing the monitoring and recording systems.
4. Module handbooks should contain details of attendance requirements for a particular module; also if relevant they should inform students whether or not attendance will be reported to their employer.
5. Health and Social work pre-registration students are required to adhere to the placement area attendance policy and the sickness absence reporting scheme identified in the practice education handbook.
6. Where there is interruption to attendance, and there are specific PSRB requirements, staff must be satisfied that students can demonstrate they have met all relevant Learning Outcomes.
7. The Faculty NHS Bursary Officer will notify the NHS bursary office if a student is absent without reasonable cause for a period of 5 days². Students will be notified of this intent before the NHS bursary office is contacted³.

¹ <http://owwww.brookes.ac.uk/services/ocslid/resources/index.html>

² This short time period is required to allow the University to comply with NHS bursary unit requirements

³ Flow chart available from Programme Administration