

Student Attendance Policy 2020/21

Responsibility for Policy:	<i>Registrar and Registrar and Chief Operating Officer</i>
Relevant to:	<i>All LJMU Staff and Students</i>
Approved by:	
Responsibility for Document Review:	<i>Head of Registry Services</i>
Date introduced:	<i>September 2012</i>
Date(s) modified:	<i>July 2020</i>
Next Review Date:	<i>June 2021</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 engage with all programme related course activity, including, but not restricted to: timetabled teaching sessions; on line **learning**; research supervision sessions; placements (**as appropriate**); and personal tutorials. Failure to engage with 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 in-class teaching sessions, **i.e. face-to-face sessions**, are being held.
3. Students who have not attended scheduled classes for **four consecutive weeks** without explanation and authorisation will be contacted by their Personal Tutor to discuss their progress and check that they are able to continue with their studies.

4. 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.
5. **Please note this policy applies to all taught students (Levels 3 – 7).**

Student Attendance Appeals

If a student feels that the processes detailed in this policy have not been applied correctly, then they have the right to appeal a decision made by a Faculty relating to their status on a programme of study. Students should follow the procedure detailed below.

- Appeals should be made in writing within 10 working days of the Faculty decision, clearly stating details/evidence of the grounds on which they are appealing the decision. The University reserves the right to reject appeals if they are submitted outside of the specified deadline.
- Appeals should be addressed to the Head of Registry Services and can be submitted by emailing **Attendanceappeals@ljmu.ac.uk**.
- Appeals will be acknowledged in writing, advising that the appeal may take up to 10 working days to consider. Students may attend classes during the appeals process. An investigation will be initiated to ensure that the Faculty have followed due process.
- If it is found that the Faculty have not followed the due process as stated in the Student Attendance Policy, then the appeal will be upheld.
- If it is found that the Faculty have followed due process as stated in the Student Attendance Policy, then the appeal will not be upheld.
- Students will be formally notified of appeal decisions in writing and issued with a *Completion of Procedures* letter.
- Appeal decisions are final.
- If a student is dissatisfied with the final outcome of their appeal and believe that the University has failed to follow this appeal procedure correctly, they may take their case to the *Officer of the Independent Adjudicator for Higher Education*. Further information can be found at: www.oiahe.org.uk

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.

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.