



Policy Title	Student Attendance Policy
Version	№ 4
Effective Date:	September 1 <sup>st</sup> , 2025
Approved by:	Academic Council
Scope:	University wide
Purpose:	To make the students aware of Attendance Policy and its operation

### 1. Introduction

- 1.1 This policy applies to all students enrolled on a taught foundation and undergraduate programmes at BMU.
- 1.2 The Student Attendance Policy is intended to be more supportive than punitive and seeks to enable the University to discharge its duties effectively in supporting students' wellbeing, academic progress and achievement of learning outcomes.
- 1.3 Recording, monitoring and reviewing attendance is a crucial mechanism in identifying students that might be experiencing difficulties in their lives and with their academic work. A robust attendance policy should enable early identification of students who might be experiencing challenges or difficulties, and will allow for early intervention to support these students.
- 1.4 Early identification and intervention will enable the University to offer and provide appropriate academic and pastoral support to students, as well as to identify when sources of support outside of the University might also be required.

### 2. Purpose

- 2.1 The University has a responsibility to ensure that students are provided with learning opportunities that enable them to meet programme learning outcomes. The University also seeks to ensure that students are safe, well and engaged with their university experience.
- 2.2 Recording attendance can provide an indication of student commitment, motivation and highlight any difficulties which need to be addressed.
- 2.3 Regular attendance and academic achievement are closely linked. Students who regularly attend classes are more likely to enjoy a rewarding experience in which core skills and abilities, such as team-working, are developed.
- 2.4 Attendance is a key component in student retention, progression and achievement.
- 2.5 Attendance develops attributes for employability – e.g., timekeeping, professional behaviour and responsibility.
- 2.6 Therefore, monitoring student attendance allows Departments, and the University as a whole, to identify when students might be in need of additional support with their studies.

### 3. Attendance Expectations

- 3.1 Students are expected to attend teaching and learning sessions as determined in the BMU Student Handbook and as set out in their timetables.
- 3.2 Students are expected to be active participants in their own learning and to demonstrate this through engagement with learning opportunities and attendance at scheduled teaching and learning sessions.
- 3.3 Departments are responsible for highlighting the University's attendance expectations to students and for ensuring programme-specific attendance requirements are made clear to students.

#### **4. Registering and Recording Attendance**

- 4.1 BMU utilises BMU SRS for registering and recording student attendance of small group sessions. If, for any reason, it is not possible to register attendance in BMU SRS, Academic Staff is responsible for identifying and using alternative means of registering attendance and informing the relevant Dean about the issue.
- 4.2 Individual seminar teachers are responsible for informing students of the ground rules for each class at the start of the semester. These rules should clearly specify the maximum permissible lateness, the point at which attendance will be recorded, and any other relevant expectations.
- 4.3 Academic Registrar is responsible to set up the systems for Academic Staff to record attendance accordingly.
- 4.4 Academic Staff is also responsible for explaining the importance of attendance at learning and teaching sessions during orientation week.
- 4.5 Programme Leaders and PATs are responsible for reminding students of the importance of attendance at learning and teaching sessions.

#### **5. Students are responsible for:**

- 5.1 Attending all timetabled learning/teaching sessions associated with their programme of study and ensuring they have their attendance recorded.
- 5.2 Ensuring that they check their BMU email account on a regular basis for any formal notifications/communications.
- 5.3 Ensuring that they maintain up-to-date contact details via BMU SRS system.
- 5.4 Making full use of any support mechanisms within the University which may help facilitate successful completion of their programme e.g., Personal Academic Tutor, University Wellbeing Councillor, Student Services.

#### **6. Formal Examination and Coursework**

- 6.1 Students are expected to attend all necessary formal examinations and submit coursework by published submission dates. Students who fail to attend a scheduled formal examination or submit a piece of coursework (where no approved extension has been granted), will be marked as a non-submission.

#### **7. Responsibilities of Programme Leaders, Personal Academic Tutors, and University Managers**

- 7.1 Programme Leaders and Deans are responsible for ensuring that:
  - a. Attendance data is reviewed every four weeks by the relevant Programme Leader and PAT with the help of BMU SRS system for patterns of non-attendance and where appropriate students are referred to Wellbeing Councillor or Dean of Student Affairs for discussion of the reasons for absences.
  - b. Students are informed in writing of the importance of regular attendance at learning and teaching sessions, and through Programme Handbooks of any approved programme or module specific attendance requirements.
  - c. All students have access to a Personal Academic Tutor.
  - d. In the case of the absence of a member of teaching staff, students are informed at the earliest opportunity of the alternative arrangements for the class.

#### **8. Reviewing Student Attendance**

- 8.1 The University will ensure that students are notified where unauthorised absences have been recorded, to remind them of the attendance requirements and to signpost sources of



- support. Whilst attendance will be recorded from the start of scheduled teaching for the programme, these messages will not commence until the fourth teaching week.
- 8.2 Any student whose attendance falls below 60% by the end of the fourth week in any module of their programme will be issued a formal warning via BMU SRS, with such warning also being sent to the Programme Leader and PAT. Notices of falling below 60% will also be sent after the end of the eighth week.
- 8.3 Within 5 working days of receiving notice by email or via BMU SRS, Programme Leaders are responsible for contacting the student in question to schedule a consultation.
- 8.4 Programme Leaders are responsible for ensuring the meeting takes place as soon as practicable. At the meeting, the PAT and Programme Leader should remind the student of the attendance requirements for their programme, discuss the reasons for the student's non-attendance and identify any support the student might require to be able to re-engage with their programme of study. After the consultation, both parties will complete and sign the Attendance Warning and Action form, including the date and result of the consultation.
- 8.5 Programme Leaders are responsible for ensuring that the identified actions are taken and reported in accordance with the requirements set out to them. Actions can include referring a student to central support services (academic skills sessions, wellbeing advice, or counselling) where this will help them to re-engage with their learning.
- 8.6 The University will ensure that PAT/Programme Leaders are provided with the training, guidance and advice required to fulfil these obligations.
- 8.7 Any student whose attendance falls below 60% in any module by the end of the final week will not be allowed to complete the final module assessment (that is, to sit a final exam or submit a final task-based assessment), and non-submission will be recorded. The assessment will be offered to the student during the resit period. This submission will count as student's second assessment attempt. Final list of students now allowed to complete the final module assessment will be confirmed by a Panel, consisting of Registrar, Programme Leaders, relevant academic Dean as well as the Dean of Students Affairs.
- 9. Potential Consequences of Continued Unsatisfactory Attendance**
- 9.1 For both undergraduate and Foundation programme students, extremely low or continued non-attendance and a failure to engage with communications or any other aspect of their Taught Programme may result in withdrawal from the institution.

#### Revision History

Version	Approved by	Approval Date	Description of Change
1	Academic Council	October 17, 2025	

Rector: Yuri Loktionov