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| **Policy Title** | **Student Attendance Policy** |
| **Version** | № 3 |
| **Effective Date:** | September 1st, 2024 |
| **Approved by:** | Academic Council |
| **Scope:** | University wide |
| **Purpose:** | To make the students aware of Attendance Policy and its operation |

1. **Introduction**
   1. This policy applies to all students enrolled on a taught foundation and undergraduate programmes at BMU.
   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.
   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.
   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**
   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. Recording attendance can provide an indication of student commitment, motivation and highlight any difficulties which need to be addressed.
   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.
   4. Attendance is a key component in student retention, progression and achievement.
   5. Attendance develops attributes for employability – e.g., timekeeping, professional behaviour and responsibility.
   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**
   1. Students are expected to attend teaching and learning sessions as determined in the BMU Student Handbook and as set out in their timetables.
   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. 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**
   1. BMU utilises Moodle for registering and recording student attendance of small group sessions. If, for any reason, it is not possible to register attendance in Moodle, Academic Staff is responsible for identifying and using alternative means of registering attendance.
   2. Students arriving at a class more than 10 minutes past the start-time (or 10 minutes past the return from a scheduled break) are recorded as Late.
   3. If a student has arrived Late to sessions on 3 occasions, it should be recorded as 1 Absence and factored into the student’s overall percentage of attendance.
   4. Technical Support Staff is responsible to set up the systems for Academic Staff to record attendance accordingly.
   5. While Academic Staff is responsible for registering student attendance, the dedicated Teaching Assistant identifies ‘at risk’ students based on these attendance records; thus, it is imperative that academic staff maintain accurate records.
   6. Academic Staff is also responsible for explaining the importance of attendance at learning and teaching sessions during orientation week.
   7. PATs and the dedicated Teaching Assistant are responsible for reminding students of the importance of attendance at learning and teaching sessions.
5. **Students are responsible for:**
   1. Attending all timetabled learning/teaching sessions associated with their programme of study and ensuring they have their attendance recorded.
   2. Notifying in advance (e.g., using the Student Absence Form available at the Help Desk and Registrar’s Office) that they expect to be absent from timetabled classes. Reasons may include authorised absence involving representation at University events or Students’ Union related activities. Reasons may also include authorised medical excuses or a death in the family. Any request for an authorised absence must first be submitted to the Help Desk with the necessary documentation for approval by the Registrar’s office. At no time should the student request authorisation for absence or lateness from their instructor.
   3. Ensuring that they check their BMU email account on a regular basis for any formal notifications/communications.
   4. Ensuring that they maintain up-to-date contact details via the Student Portal.
   5. 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 Psychologist, Student Services.
6. **Formal Examination and Coursework**
   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.
   2. Students whose requests for authorised absences are approved should be offered the opportunity to make up work they have missed during authorised absences.
7. **Responsibilities of Programme Leaders, Personal Academic Tutors, and University Managers**
   1. Programme Leaders, Personal Academic Tutors (PATs), and University Managers are responsible for ensuring that:
8. Regular reviews are taken of attendance/absence data and communications are made to ‘at risk’ students in a timely manner.
9. Appropriate systems are in place for students to provide notification of planned absences or report any unexpected absences.
10. Authorised periods of absence should not exceed 4 weeks in total across the academic year. Students who request extended absence beyond 4 weeks may be required to defer their studies. Any requests for extended periods of absence will be subject to approval from the Programme Leader and Registrar’s Office, and will depend on the nature of the programme delivery and validity of the request.
11. Data is reviewed for patterns of non-attendance and where appropriate referring students to their Personal Academic Tutor for discussion of the reasons for this.
12. 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.
13. All students have access to a Personal Academic Tutor.
14. There are regular reviews of students’ progress on their programme, including attendance, completion of assessment requirements and academic achievement, and that appropriate action is taken either to help students achieve their academic aims or, where students are failing to engage with the programme, provide appropriate guidance.
15. Students are advised of the support available to them at University.
16. 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.
17. The dedicated Teaching Asistant will review the absence notification lists every four weeks and alert students and PATs to any modules in which the student has fallen below 70% attendance.
18. **Reviewing Student Attendance** 
    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.
    2. Any student whose attendance falls below 70% by the end of the fourth week in any module of their programme will be issued a formal warning in writing by the Teaching Asistant. This warning will simultaneously be sent to their PAT. Notices of falling below 70% will also be sent after the end of the eighth week.
    3. Within 5 working days of receiving notice from the Help Desk, PATs are responsible for contacting the student in question to schedule a consultation
    4. PATs are responsible for ensuring the meeting takes place as soon as practicable. At the meeting, the PAT 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.
    5. PATs are responsible for ensuring that the identified actions are taken and reported in accordance with the requirements set out to them. Actions can include requesting authorisation from the Registrar’s office (where there have been exceptional reasons preventing a student from attending but these have now ended), 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 or can include referring a student to the Fitness to Study Procedure.
    6. The University will ensure that PAT/Programme Leaders are provided with the training, guidance and advice required to fulfil these obligations.
    7. Any student whose attendance falls below 70% 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). Instead, the assessment will be offered to the student during the resit period. The mark for this assessment component will be capped at 40%.
    8. Any student whose attendance falls below 70% by the end of the final week of a given module will have scholarships suspended the following semester, pending review of student’s suitability for the award.
19. **Potential Consequences of Continued Unsatisfactory Attendance**
    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**

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| **Version** | **Approved by** | **Approval Date** | **Description of Change** |
| 3 | Academic Council | August 21st, 2024 | This policy should be reviewed in June 2025, when new Senior Staff are onboard and some of the responsibilities mentioned herein can be devolved. |

Rector Conrad Ożóg

