

## **Brunel University London – Student Attendance policy**

Studies have shown that students who regularly attend teaching and learning sessions have a better academic performance and this in turn will impact future career prospects. Furthermore, Student Loans Company and the Home Office (in the case of International Students) require attendance to be monitored. Students on some accredited programmes also need to demonstrate minimum levels of attendance. This Student Attendance Policy has therefore been put in place to encourage students to attend all of timetabled classes and achieve to their potential.

This policy sets out expectations of students on taught programmes at the university and some underlying principles around the policy:

### ***Principles:***

1. By attending regularly, students will develop good learning habits and will be much better placed to do well academically
2. Regular attendance will help students to get to know peers and develop a sense of identity with their cohort and discipline area
3. Regular attendance will help engagement with academic staff who will then be better placed to provide support for learning
4. Lack of attendance may indicate a problem so being able to identify non-attendance will help the university support students better.
5. Support (academic and non-academic) is available to help with problems impacting attendance and learning
6. Poor attendance will affect other students, particularly but not limited to, group working, team based learning or other peer learning activities.
7. Attendance will be monitored by any technology or process in place at the time.

### ***Attendance Expectations***

- a) The university expects students to consistently attend all timetabled sessions. Students are expected to engage fully with their studies, which includes attending lectures, seminars, tutorials, any other teaching sessions (e.g. laboratory sessions) as well as assessments, exams and presentations etc. throughout the year.
- b) Students are responsible for engaging with whichever method of attendance-monitoring is used so their attendance is recorded.
- c) The university recognises that students have a diverse range of personal circumstances, some of which may impact their ability to be available for all scheduled learning events. We expect students to make every effort to manage these circumstances to enable attendance at learning events; students should contact their personal tutor if their personal circumstances make this challenging.
- d) If a student's attendance drops below a threshold without prior notification, then their personal tutor will be contacted and a plan put in place to offer support and decide upon the appropriate course of action for the student. These thresholds will be set in advance, but may be amended in order to achieve the best outcome

- e) Attending programme activities is a requirement of a number of external bodies such as Professional Statutory and Regulatory Bodies (PSRBs) and of the UK Visas and Immigration department of the Home Office for Tier 4 sponsored students as well as the Student Loans Company (SLC) and monitoring attendance will be used in reporting to these bodies.

***Reporting an absence or expected absence***

*In the event of an absence or expected absence, the following apply:*

- 1) It will be made clear to students on each programme which steps they are to take to report an absence and have it authorised
- 2) If a student reports that they are unable to attend regularly, then a discussion will be held with their tutor about the appropriate actions, which may include suggesting a period of abeyance.
- 3) Absence resulting in failure to complete assessment or examinations will mean reassessment opportunities may be required as noted under SR4, and the Exceptional Circumstances policy