



Student Attendance Policy

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Student Attendance Policy

Policy Number:	
Name of Policy:	Student Attendance Policy
Applicability:	All NSHM Staff and Students
Policy Owner	Executive Council
Policy Status:	Unapproved
Date of approval:	
Date last amended:	30/07/2019
Date last reviewed:	
Date of next review:	
Related Documents:	Student Charter Monitoring Academic Progress Policy Student Grievance Policy and Procedure NSHM Student Handbook

1. Purpose and Scope

The purpose of this policy is to outline and provide a framework on the policy for student attendance at NSHM during their program of study.

This Policy is part of our Institute's commitment to supporting our students to enable them to actively engage with their studies and to successfully achieve their academic goals. Active student engagement with the learning process results in improved performance and outcomes for students. We provide this support through a number of strategies, all of which aim to provide our students with a supportive learning environment. This Attendance Policy sets out our requirements in relation to attendance, whilst recognising our responsibilities, and the responsibilities of our students in the implementation of this Policy.

The Policy is intended to complement, and be integrated with, our Student Charter, Monitoring Academic Progress Policy, our General Academic Regulations and our Student Engagement Monitoring procedures.

NSHM also has an obligation to ensure that it has accurate records of all students for regulatory, legislative and other statutory returns.

In cases where Professional Bodies or Regulatory / Immigration requirements specify levels of attendance and/or engagement, or the implementation of particular monitoring and reporting processes, these will always have precedence over this Policy.

2. Principles

The objectives of this policy are to:

- Provide a framework to ensure the integrity of selection and admissions decisions for applicants seeking study at NSHM;
- Set out clear responsibilities and accountabilities for selection and admissions decisions; and
- Ensure that selection and admissions processes are transparent, and decisions are consistent and fair.

The Policy will be:

- a) Applied consistently and fairly for all students.

- b) Subject to monitoring, evaluation and review at agreed intervals through the Executive Council with advice from the University and in consultation with students where appropriate.
- c) Will be flexible enough to accommodate students with specific commitments
- d) Will facilitate students being able to take full advantage of opportunities for work
- e) Will facilitate attendance in placements, practice learning, volunteering and other similar opportunities with the agreement of faculty where necessary

3. Aims

The aims of this policy are as follows:

- a) To support our students to achieve their performance potential through excellent levels of attendance and engagement with their program.
- b) To support the development of a partnership with our students to enhance their learning and achievement.
- c) To ensure that all legal and regulatory requirements relating to attendance monitoring are reflected in our arrangements for monitoring and reporting on attendance to key stakeholders such as Professional Bodies.
- d) To develop skills and attributes in our students which will enhance their employability.
- e) To ensure that appropriate action is taken in instances where attendance falls below acceptable levels.
- f) To support the development and implementation of a transparent and fair attendance monitoring policy, and associated procedures and enabling strategies.

4. Attendance Statement

We consider that attendance is a key element of academic success. Therefore, we expect our students to;

- a) Attend 100% of timetabled teaching sessions on their program.
- b) Attend 100% scheduled assessments including tests, presentations and examinations.
- c) Undertake independent learning in support of their studies, as guided and advised by their faculty. This can include face to-face activities, e.g. simulations, discussions, workshops, attendance at placements and residential or activities that are web based.

Students will be made aware of these expectations at orientation and induction, and they will be detailed in program handbooks.

5. Implementation

Attendance will be monitored and students will be reminded of their commitments in relation to attendance via their Courses which will determine within the individual Schools whether any supportive interventions are required through the academic year. This intervention will be noted on the student record and Schools will be made aware.

6. Policy

- a) **The minimum attendance for all students is 100% of the overall course (subject) class delivery.**

- b) **There is a 25% latitude for issues such as sickness or other unforeseen events but all leave must be formally applied for through an online form.**
- c) **Any less than 75% attendance will render ineligibility for the student to sit the University examinations.**
- d) **Students are required to contact NSHM to report any absence from their program using the online absence reporting form which is on the NSHM digital platform.**
- e) **The student must apply for leave within 48 hours of taking leave. The Batch Coordinator is responsible for approving the leave.**
- f) NSHM expects all students to attend 100% of program and course related activity including timetabled teaching sessions, site visits, research supervision sessions, placements, and personal tutorials; failure to do so will result in academic penalty.
- g) Attendance will be monitored on a weekly basis throughout the semester during those parts of a program/period of study where timetabled sessions, research supervision sessions, and personal tutorials are being held.
- h) Students who fail to attend for one week will be contacted to ascertain their circumstances.
- i) Students who have failed to attend for two consecutive weeks without completing online form will be contacted by NSHM to determine the reason for absence and will be required to attend an attendance meeting with their Batch Coordinator or nominee.
- j) Students who have failed to attend for three consecutive weeks without sufficient explanation and authorisation will be required to attend an interview with the Director/Principal to discuss their continuation of the course of study. At this meeting, the student and Director/Principal will formulate the student attendance agreement (ref Appendix 1). The outcome of this interview could result in academic penalty within the program of studies.
- k) Failure to attend these interviews without prior notice may lead to academic penalty within the program of studies.
- l) Students are permitted a maximum of two Student Attendance Agreements per academic year. Continued non-attendance following a second attendance agreement may result in withdrawal from the program.
- m) 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.
- n) Students may request via their Head of Department or Batch Coordinator periods of authorised absence for periods of up to four weeks. Requests will only be granted by the Director / Principal in exceptional circumstances, e.g. bereavement, serious personal/family difficulties.

6.1 School Level intervention

Where students have an unacceptably low level of attendance (below 75%) and have not responded to attempts by the School to engage with them to discuss their attendance, the School is required to refer cases to the Director / Principal of School who will consider their cases and draw up an Individual Academic Improvement Plan ('IAIP'). Students will be required to sign up to and comply with an IAIP if they wish to continue their studies.

Where students refuse to agree to the terms of an IAIP or they agree to the terms of an IAIP but fail to meet its requirements, the School may then refer their case to the NSHM Attendance Panel.

6.2 NSHM Attendance Panel

Where intervention at School level has been unsuccessful, the student may be referred to the NSHM Attendance Panel ('the Panel') by the School with a recommendation for academic penalty for their course, or depending on the severity, their program.

Membership of the NSHM Attendance Panel is as follows:

- Chief, Academic and Quality Systems
- 2 X Directors / Principals of Schools

The Panel will consider the evidence provided to it by the School in relation to students attendance and where they are satisfied that reasonable attempts have been made by the School to improve attendance and these attempts have not resulted in attendance at the required level, the Panel may make a decision to apply academic penalty on a student for their course or program.

Where a decision is made to academic penalty, this will be communicated to the student in writing. The student will be advised of the penalty and be provided with advice and guidance on what to do if they wish to appeal the decision of the Panel.

The panel may also decide that it would be in the best interest of the student to temporarily suspend their studies. This is likely to be in cases where students have missed too much of their program to have a reasonable chance of catching up and succeeding with their studies. In cases where the Panel agree that Suspension of Studies (temporary withdrawal) is appropriate, students will be directed to the School Director / Principal for advice and guidance about re-starting their program at a later date. Decisions will be communicated to the student in writing. Each Panel meeting will be minuted, and the outcomes relating to individual students will be noted on the student's record. Extracts of the relevant minutes will be made available to the student upon request.

7. Right of Appeal

Where a student disagrees with the Panel outcome, they will have the right to make one (1) appeal to the Chair, Academic and Quality Systems. The process and documentation for making such an appeal will be published along with all other documentation relating to this policy.

8. Monitoring of the Policy

The Attendance Policy will be reviewed by the Academic Board at appropriate intervals and amendments and updates will be made to the policy as required. Each School will be required to reflect upon attendance and provide a report as part of our Annual Review and Monitoring Process

9. Review

NSHM uses a three-year review cycle from commencement or date of last review.

10. Accountabilities and Responsibilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and the Institute's higher education community via the website and other publications.

Appendix 1: Student Attendance Agreement



Student Attendance Agreement

Name:

Student ID:

Course:

Last date of attendance:	
Date of Week 1 email:	
Date of Week 2 email:	Date of Week 2 meeting:
Date of Week 3 letter:	Date of Week 3 meeting:

Has a previous attendance agreement been in place during this academic year? Y/N

Reasons for absence:

Student Actions:

Support to be put in place by School team:

Review date:

Director / Principal signature:

Student Signature: