

Attendance Policy

Introduction

This policy sets out the principles, policies and procedures relating to student attendance at teaching and learning activities at the School.

Scope

This policy applies to all registered students of the School.

Related policies

This Policy should be read in conjunction with the School's [General Academic Regulations](#), notably its [Academic Framework](#), [Academic Progress Policy](#), [Academic Appeals Procedure](#), [Examinations and Assessments Regulations and Procedures for Students](#), and its [Deferral, Extension and Extenuating Circumstances Policy and Procedure](#). It should also be read in conjunction with the School's [Data Protection and Retention Policies](#), its [Disability Policy](#), and the [Student Code of Conduct and Disciplinary Procedure](#).

Principles

Students are expected to maintain a good attendance to their course. As is set out in the [Student Code of Conduct and Disciplinary Procedure](#), students are expected to be punctual in attending all teaching and learning activities; where a student is likely to be absent or delayed for an activity that they are expected to attend, they are expected to inform the relevant teaching staff in good time.

The School's minimum attendance requirement is 80% of teaching and learning events.

Attendance of less than 80%, or regular or extended periods of absence in relation to LIS teaching and learning activities will be investigated by the student's academic tutor.

If the School identifies that a student is struggling with their studies, their academic tutor will work with the relevant learning staff student support services to put in place a plan to support the student in question, as per the School's [Academic Progress Policy](#).

Where a student has failed to meet attendance requirements for LIS teaching and learning activities and is unable to provide a reasonable explanation for their absence (for example illness, supported by a note from a qualified medical practitioner) under the provisions of the [Academic Progress Policy](#), the School may issue a warning, or in more serious cases, decide to terminate that student's registration.

Policies

The minimum attendance requirement is 80% of teaching and learning events. Students must meet LIS's minimum attendance requirements during designated teaching and assessment weeks, which are listed on the School website and in the Student Handbook. Outside of these dates, there is no requirement for students to be present on campus or to apply for authorised absence.

Internships brokered by the School are not compulsory, and therefore are not included under this Policy.

Student attendance of School teaching and learning activities will be monitored by teaching staff through sign-in sheets or the taking of a register. A School administrator will record this attendance data in the Student Record System. Each individual student's attendance will be monitored by their assigned academic tutor via the Student Records System.

If a student experiences a long period of ill-health (more than one week) or there are other reasons why they may not attend classes or assessments, they should inform the Extenuating Circumstances Panel as soon as possible (extenuatingcircumstances@t-lis.org) enclosing evidence from a qualified medical practitioner. The Extenuating Circumstances Panel will work with the Director of Teaching and Learning or their nominee to determine any additional support required for the student to ensure that they are up to speed when they return to their studies, and may advise the student's academic tutor to agree a Learning Plan with the student in question. Further detail on Learning Plans and additional support provided to those with poor attendance is set out in the School's Academic Progress Policy.

Where a student is unable to provide a reasonable explanation for an absence that either lasts longer than a week during LIS teaching and learning, and/or results in them missing a coursework deadline or assessment date, they will be subject, as appropriate, to the provisions of the Academic Progress Policy.

Where students are unable to provide a reasonable explanation for their absence, the School may issue a warning, or in more serious cases, decide to terminate that student's registration.

A student may be presumed to have withdrawn and terminated their registration if they are absent from a term without prior approval for a period of 15 working days.

Deferral and Extension Procedures

The School recognises that students may suffer from a sudden illness, or other serious or unforeseen event or set of circumstances, which adversely affects their ability to complete an assessment. Where, because of illness or other good cause, a student is prevented from attending, completing or submitting a formal assessment within the deadline, they may apply for a deferral or extension under the [Deferral, Extension and Extenuating Circumstances Procedure](#).

Students with active learning contracts, established in line with the School's Disability Policy, can negotiate extensions to coursework in certain circumstances where the Student Support Department and the Director of Teaching and Learning are satisfied that such an agreement does not place the student at an unfair advantage nor compromises academic standards. Further information can be found in the School's Examinations and Assessments Regulations and Procedures for Students and its Disability Policy.

Data

All data relating to student attendance will be kept securely in line with General Data Protection Regulation, the School's Data Protection Policy and the School's Data Retention Policy and Detailed Data Retention Schedule.

Monitoring and Review

This Policy shall be reviewed on an annual basis by the Director of Teaching and Learning and any changes authorised by the Academic Council.

Name of policy/procedure:	Attendance Policy
Document owner:	Hannah Kohler, Director of Admissions and Student Support
Date Originally Created:	02/2019
Last reviewed:	02/2020
Reviewed by:	Prof. Chris Maguire (Registrar), Marielle Van Der Meer (Director of Careers and Networks), Prof. Carl Gombrich (Director of Teaching and Learning)
Audited by:	Academic Council
Date of Audit:	12/2019, 03/2020 (approved)
Date of next review: (annually unless otherwise agreed)	
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	<p>General Academic Regulations, notably:</p> <ul style="list-style-type: none"> - Academic Framework - Examinations and Assessments Regulations and Procedures for Students - Academic Progress Policy - Academic Appeals Procedure - Deferral, Extension, and Extenuating Circumstances Policy and Procedure <p>Student Code of Conduct and Disciplinary Procedure Disability Policy Student Internships Handbook Data Protection Policy Data Retention Policy Detailed Data Retention Schedule</p>

Version Control			
Version	Author	Date	Brief summary of changes

1	Hannah Kohler (Director of Admissions and Student Support)	20/02/2019	Original draft
2	Hannah Kohler (Director of Admissions and Student Support)	09/06/2019	Removed reference to international students; specified level of attendance required to the programme; included provision of students being unable or unwilling to disclose mitigating circumstances to allow for reasonable adjustments; included reference to how attendance data is recorded and stored; included reference to treatment of attendance data in line with GDPR, Data Protection Policy and Data Retention Schedule
3	Chris Maguire (Registrar)	17/06/2019	Refined distinction between principles and policies
4	Hannah Kohler (Director of Admissions and Student Support)	10/08/2019	Clarified accountabilities for review of policy and authorisation of changes

5	Hannah Kohler (Director of Admissions and Student Support)	11/08/2019	Removed reference to students with attendance under 80% not being eligible for summative assessment – non-attendance without reasonable explanation dealt with under provisions of Academic Progress Policy. Clarified position on attendance in relation to internships. Clarified and summarised approaches for deferrals and extensions, and linked to academic policies.
6	Marielle Van Der Meer (Director of Careers and Networks)	12/08/2019	Clarification on stance in relation to internships
7	Prof. Carl Gombrich (Director of Teaching and learning)	14/09/2019	Minor wording changes
8	Academic Council	18/12/2019	Requires review as part of overall review of general academic regulations given decision to pursue NDAPs
9	Hannah Kohler (Director of Admissions and Student Support)	13/02/2020	Updated policy links
10	Academic Council	16/03/2020	Approved, suggested change of wording from “internships organised by the School” to “brokered by the School”

