

School of Health Sciences
Student Attendance Monitoring System – Guidance for Students

1 Why is attendance on my programme important?

The progress of students on programmes in the School of Health Sciences is bound by the ordinances and regulations for each of the degrees and the regulations require that in order for students to progress in their studies attendance is satisfactory. In the School this normally means attendance in excess of 90% of the programme of study. In addition to the University requirements for attendance, the Nursing and Midwifery Council (NMC) require that students undertaking preparation for entry to the professional register complete a designated amount of practice education and theoretical instruction. For other programmes in the School there are also similar practice education requirements by Professional Bodies.

2 What do I need to attend?

Students should remain in formal programmes of activity until the end of each semester and extended term. Students should not normally be absent from lectures, classes, practical or placements or other forms of prescribed work.

Satisfactory progress on any of the School programmes is determined by commitment to studies evidenced through attendance at lectures, performance in course work and assessments. Students must also demonstrate satisfactory attendance at clinical placements.

All students are responsible for the correct reporting of sickness and absence and ensuring that any absences from their programme of study are properly notified.

3 What should I do if I am absent?

In the event of absence through sickness students are required to notify the Student Experience Programme Administrator, either by text, telephone or e-mail, by 9.00 am of the day of absence. Failure to contact the School by 9.00 am will result in a student being classed as being absent.

A student who is absent from a clinical placement must inform the clinical placement site before the commencement of the day's work. In addition, the Student Experience Administrator at the University must also be informed.

Students registered in the School may certify periods of illness by the submission of a self-certified 'Certificate of Illness Form' (Appendix 1). These can be obtained from the Student Experience Office on the Mezzanine Floor, Thompson Yates Building or are available on VITAL. Self-certificates will be valid for periods of absence from 3 to 5 consecutive days and do not need to be signed by a medical practitioner (certificates are not normally required for periods of 1-2 days). It is important to note that Self-Certification is *not* valid for:

- Illness lasting more than 5 consecutive working days.
- Non-attendance at examinations, including OSCEs and other forms of assessment.

The certificate must be submitted, to the Student Experience Administrator for your programme, on the day of return to the University or Placement. Students failing to submit 'self-certification' forms within a five day period of return will be recorded as having been absent from the programme.

A maximum of two self-certified 'Certificate of Illness Forms' is permitted in any one semester. Further attempts to self-certify will be referred to the Head of Programme.

Absence through illness for periods longer than five consecutive days **must** be supported by a medical certificate authorised by a medical practitioner and should be submitted to the Student Experience Administrator.

Students who are absent through illness from practical sessions or placements may be required to compensate for time absent to ensure that any statutory practice hours requirements are met.

Students experiencing long or frequent periods of ill health will be required to discuss their progress in studies with the Head of the Programme and may be referred to Occupational Health for assessment of their fitness to practice.

4 Can my absence be authorised?

There are only six specific reasons where absence can be permitted and will be classed as authorised absence. In each case students must make an appointment to see their Head of Programme at least 5 working days prior to the request for authorised absence (form – Appendix 2). Once completed and authorised the form should be submitted to the Student Experience Programme Administrator.

Occupational Health screening appointments: attendance at Occupational Health screening appointments take precedence over timetabled sessions and students must attend when asked to do so by Occupational Health.

Maternity Support (Paternity) Leave: Students who are about to become biological fathers, adoptive fathers or nominated carers of a new-born or newly-adopted child, or whose spouse, civil partner or partner is scheduled to give birth to a child, may be entitled to **up to** four weeks absence. However, students must fulfil all course requirements and, as certain components of the curriculum are regarded as core and compulsory, students may not be permitted to be absent for those components. Absence must, therefore, be negotiated with the Head of Programme. Students should provide the university with some form of confirmation of the impending birth or arrival of the child such as a copy of form MAT B1, or, in the case of adoption, the relevant documents issued by the adoption agency. It is for the student and the university to agree when his or her period of authorised absence for maternity support leave should begin and end, and whether it will be taken as one period of absence or split. Students will need to arrange time-off for antenatal appointments separately.

Absence for Religious Observance: The School of Health Sciences serves a diverse student population. Whilst the School supports the individual student's right and wish to practise his/her faith, there is an over-riding duty to ensure that students complete the requirements of the programme and are practitioners fit for practice. Given the complexity of our curriculum, it is not possible to design a timetable which allows for all religious observance. As certain components of the curriculum are regarded as core and compulsory, permitting students to be absent from these components may disadvantage them when it comes to examination. Students should therefore note that:

1. In any academic year where religious observance coincides with a compulsory component of the curriculum, students affected by the relevant event are required to request permission to be absent by submitting a request for authorised absence form at least 14 days prior to the event to the Head of Programme. Students will be informed of the decision within seven days of the event. Requests submitted less than fourteen days prior to an event will not normally be approved.
2. In the case of religious observance that cannot be predicted fourteen days in advance then the student must submit the request for authorised absence form as soon as possible.
3. In cases where absence is approved, the Head of Programme shall be responsible for informing all members of academic or clinical staff who will be affected by the student's absence. Staff should be sympathetic and make available to the student notes/materials etc.

Students are responsible for ensuring that any course work missed due to religious observance is covered at a subsequent time. Missing course work because of religious observance will not be accepted as extenuating circumstances for failure in exams.

Efforts will be made by the School of Health Sciences to avoid a student being required to sit an examination on the day of religious observance. However due to the constraints of the timetable the School reserves the

right to hold examinations on such days if no alternative time is convenient. Students should consult programme and clinical examination schedules at the start of each semester so that any possible conflicts can be identified before actual individual examination dates have been timetabled by the individual programme and placement sites. Students must complete a **Request for Examination Arrangements to Accommodate Religious Observance application form (Appendix 3)**. This form must be submitted to the Head of Programme no later than the **THIRD WEEK** of the semester in which an examination might take place. It may not be possible to accommodate any requests received after that date.

Job Interviews: Students will be allowed time off for employment interviews in third year of their programme.

Funeral: Students will be allowed time off to attend the funeral of family members or friends.

Medical Appointments: Students will be allowed time off for hospital appointments. However, students should ensure that routine dental/medical appointments are arranged around their timetabled sessions to avoid missing sessions.

5 How is my attendance monitored?

There are two systems in operation at present in the School – electronic monitoring and manual monitoring.

Electronic Monitoring (All students on the Physiotherapy, Diagnostic Radiography and Orthoptics programmes)

The system enables attendance at all sessions to be recorded by students using a scanner to swipe their Student ID Card to confirm they are in attendance.

The scanners will be in operation for all the teaching sessions, so students should ensure that they have their card with them at all times. Students who do not have their card with them will be marked as absent.

Manual Monitoring (All students on the Nursing, Radiotherapy and Occupational Therapy programmes)

The system enables attendance at all sessions to be recorded by students signing in on paper registers to confirm they are in attendance.

The paper registers will be in operation for all the teaching sessions, so students should ensure that they have signed in. Students who do not sign in will be marked as absent.

Students using both systems should:

- Report any absence from any sessions by email, text or telephone to their Student Experience Programme Administrator, in the normal way (**BEFORE 9.00AM ON EACH DAY OF ABSENCE**) so this can be noted with the reasons for absence, eg sickness.
- Students on clinical placement must continue to report any absences daily to their Student Experience Programme Administrator as well as the clinical placement site before the start of the day's work.
- If students are late to the lecture, being recorded as present will be at the discretion of the member of staff leading the session.

For all programmes a 'session' is defined as either a morning (or part thereof) or an afternoon (or part thereof) during the week when lectures, tutorials, workshops, practice, clinical or any other type of educational activity is timetabled.

6 What actions are taken if I am absent?

Unsatisfactory attendance on the part of a student is dealt with through a staged warning procedure, which may ultimately result in the Dean of the School referring a student to a Progress Panel. The Progress Panel is empowered to recommend termination of studies for a failure to attend satisfactorily. There are five triggers in the attendance monitoring system in place in the School:

Trigger 1:

- ◇ Four non-attendances on different half days
- ◇ Student sent email informing them of non-attendance

Trigger 2:

- ◇ An additional four non-attendances on different half days (8 non-attendances in total)
- ◇ Student sent an email asking them to attend a meeting with a Professional Services member of staff

Trigger 3:

- ◇ An additional four non-attendance on different half days (12 non-attendances in total)
- ◇ Student sent an email asking them to attend a meeting with their Head of Programme

Trigger 4:

- ◇ An additional four non-attendance on different half days (16 non-attendances in total)
- ◇ Student sent an email asking them to attend a meeting with the Dean of School

Trigger 5:

- ◇ An additional four non-attendance on different half days (20 non-attendances in total)
- ◇ Student will be referred to the Dean of School who will make a decision about sending student to Progress Panel

7 Who can I speak to if I am experiencing problems?

Students experiencing difficulties should contact their Student Experience Programme Administrator in the first instance who can signpost them to the appropriate person:

<i>Programme</i>	<i>Name</i>	<i>Telephone</i>	<i>E-mail</i>
Diagnostic Radiography	Sue Flynn	0151 794 5761	sueflynn@liverpool.ac.uk
Nursing	Addy Darnton	0151 794 5907	routlea@liverpool.ac.uk
Occupational Therapy	Charlotte Wilson	0151 794 5725	charli38@liverpool.ac.uk
Orthoptics	Karen Fagan	0151 794 5731	gibsonk@liverpool.ac.uk
Physiotherapy	Karen Madden	0151 794 5741	k.madden@liverpool.ac.uk
Radiotherapy	Fleur Bode	0151 794 5750	fleur@liverpool.ac.uk
MSc	Teri Harding	0151 794 5661	terih@liverpool.ac.uk

Students can also at any time discuss issues with their Academic Adviser or any member of the programme team.

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