



School of Health Sciences

Procedures for Monitoring Student Attendance, Sickness and Absence including the Policy for Compassionate Leave and the Religious Observance Statement

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1. Introduction

The School of Health Sciences offers pre-registration degree programmes in Diagnostic Radiography, Nursing, Occupational Therapy, Orthoptics, Physiotherapy and Radiotherapy. In addition post-graduate programmes are offered in Advanced Practice in Healthcare and Medical Diagnostic Ultrasound. The progress of students on all these programmes 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 of Health Sciences this normally means attendance in excess of 90% of the programme of study, with any sickness or absence properly authorised.

In addition to the University requirements for attendance, the Nursing and Midwifery Council (NMC) require that students undertaking preparation for entry to professional register complete a designated amount of practice education and theoretical instruction. For programmes in Orthoptics, Occupational Therapy and Physiotherapy there are also similar practice education requirements by Professional Bodies.

It is therefore important that the School of Health Sciences has fair and robust procedures for monitoring student attendance and authorising student absences. The philosophy underpinning all management processes in the School is one of facilitating learning. The operational policies and procedures for monitoring attendance, sickness, absence, compassionate leave and religious observance leave are therefore designed to be:

- Fair, reasonable and non discriminatory
- Consistent with University rules and regulations
- Consistent with regulatory body requirements
- Sensitive to individual student needs

University regulations for monitoring student attendance, sickness and absence are as described the School Handbook and School Assessment Handbook.

In all matters relating to the monitoring of student attendance, sickness, absence, compassionate leave and religious observance leave the School of Health Sciences endeavours to ensure it operates equitable, transparent and auditable processes. The operational processes described here apply to all degree programmes offered by the School.

2. Student Attendance and Progress in Studies

All students in the School are advised that:

- (i) Regular attendance at lectures, seminars, tutorials and other teaching sessions is **mandatory**.
- (ii) Their attendance is monitored.
- (iii) Failure to attend regularly constitutes grounds on which a student may be required to terminate studies.

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 practice placements.

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 without express written permission of the Director of Studies, Year Tutor or their Head of Directorate.

Unsatisfactory attendance on the part of a student is dealt with through a staged warning procedure, which may ultimately result in the Head of School referring a student to a Progress Panel. The Progress Panel is empowered to recommend termination of studies for a failure to attend satisfactorily.

Overall responsibility for the management of attendance monitoring procedures rests with the Head of Directorate for each pre-registration programme in the School¹. Local arrangements for monitoring student attendance may vary slightly, depending on the structure of the programme management teams.

In all Directorates of the School students are responsible for the correct reporting of sickness and absence and ensuring that any absences from their programme of study are properly authorised.

3. Types of Absence

3.1 Absence through Illness & Notification of Sickness.

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 Programme secretaries or are available on VITAL. Self-certificates will be valid for periods of absence from 3 to 5 consecutive days and does 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 programme secretary, 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 had unauthorised absence.

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 Director of Studies or Year Tutor.

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 Programme secretary.

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

¹ The responsibility for PGT programmes rests with the Directors of Studies

Students experiencing long or frequent periods of ill health will be required to discuss their progress in studies with the Head of the Directorate.

3.2 Absence for Reasons other than Illness

Leave for compassionate, domestic and personal reasons other than illness must be negotiated with the Director of Studies or nominee for the programme. The School policy on this type of absence is detailed in Annexe A of this document. Students are required to provide appropriate evidence of the circumstances supporting their request for authorised leave. Any requests for special leave that are not covered by this policy should be referred to the Director of Studies/Year Tutor as appropriate.

Approved absences will be recorded on the Leave of Absence Form (Appendix 2) and retained in the student file.

3.3 Absence from Practice Placements

Whilst on practice placements students should not attempt to negotiate leave with the placement area. Any request for compassionate or other leave must be made to the Director of Studies (or nominee) who will then advise the placement provider of any agreed and authorised absence.

Absences from practice areas that have not been agreed with the Director of Studies or nominee will be recorded as unauthorised absence.

Students who are absent from practice placements will normally be required to compensate for any time lost in the placement area, to ensure that the statutory and validated clinical hours requirements are met. This is *always* the case for students on the BN (Hons) programme, arrangements in respect of other programme should be discussed with the Director of Studies or Year Tutor.

3.4 Absence from Examinations/Assessments

In the event that a student is unable to attend an examination/assessment because of illness or other unforeseen circumstances, they *must* immediately inform their Directorate before the start of the examination/assessment. If a student is absent from the whole or part of an examination because of illness, a valid medical certificate *must* be forwarded to the Directorate within five working days of the examination.

3.5 Absence for Religious Observance

The School position on absence for religious observance is outlined in a separate statement in Annexe B of this document. Absence involving examinations/assessments must be applied for on a special form that can be found in Appendix 3.

3.6 Unauthorised Absence

Unauthorised Absence is defined as non-attendance, without due cause, by virtue of illness or other extenuating circumstances as agreed by the Director of Studies/Year Tutor (as appropriate) for the programme. Unauthorised absence from any part of a programme, theoretical, practical or clinical, may have serious consequences for student progress and/or professional registration

3.7 Maternity Support (Paternity) Leave

Students who are about to become biological fathers, adoptive fathers or nominated carers of a newborn 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 Director of Studies/Year Tutor. 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 severally. Students will need to arrange time-off for antenatal appointments separately.

3.8 Absence from e. learning

VITAL is the University of Liverpool's virtual learning environment (VLE) which is based on the commercial product Blackboard Learn. It is used to support learning and teaching activities including undergraduate and postgraduate teaching, and Continuing Professional Development. Students are able to access modules in VITAL which correspond to the modules on their taught programmes and these VITAL modules contain resources and activities to support or facilitate student learning. Academic staff that have responsibility for modules in VITAL are able to monitor student engagement with these resources and activities. Some resources and activities made available through VITAL and other web-based or networked technologies replicate or replace formal teaching that would have previously taken place in teaching rooms or other physical locations. Student engagement with these resources and activities is mandatory. Failure to engage with these resources and activities will be treated in a similar way to other absences from timetabled sessions. Resources and activities in VITAL, or any other web-based or networked application, which are formally monitored and subject to the School's Absence Policy will clearly be identified as being 'Mandatory' and will, also, be labelled with a date by which the resource or activity should have been accessed or completed

4. Procedures for Monitoring Student Attendance

The Head of Directorate for each programme has overall responsibility for monitoring students' attendance across all programme modules. However the procedures for monitoring student attendance are operated by the Director of Studies/Year Tutor (as appropriate) and executed by all members of the programme team.

In all Directorates 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.

- Academic staff are responsible for reporting student absences at compulsory/mandatory sessions (lectures, practicals, e-learning sessions etc) through TULIP
- Programme Secretaries are responsible for reporting student absences on placement through TULIP.
- In the event of absence through sickness students are required to notify the Programme Secretary, either by 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 having unauthorised absence.
- Once e-mails/voicemail have been checked by Programme Secretaries an e-mail will be sent to Directorate staff by 10.00 am, listing by each year who has authorised absence. Any student who has not attended lectures and is not on the email are to be marked down as unauthorised absence on TULIP.
- The Programme Secretary will have responsibility for reviewing TULIP and advising the Director of Studies/Year Tutor (as appropriate) of any students who have been absent. Normally where a student has been absent for at least two sessions over two days in any one week or one session in consecutive weeks some action will be taken.
- Directors of Study will then meet with the Programme Secretary every two weeks to go through each cohort's attendance and consider individual student records to decide on next course of action.
- The Programme Secretary will send the student a letter/e-mail informing them of their absence and requesting that they make an appointment with the Director of Studies/Year Tutor (as appropriate). A copy of the letter/e-mail is placed in the student's file.
- The Director of Studies/Year Tutor (as appropriate) meets with the student to informally discuss their absences. The School of Health Sciences absence policy is explained. The student absence monitoring form is completed and placed in the student's file.
- If there is further absence the Programme Secretary will send student a second letter requesting that they arrange an appointment to meet formally with the

Director of Studies/Year Tutor (as appropriate). A copy of the letter is placed in the student's file.

- The Director of Studies/Year Tutor (as appropriate) meets formally with the student. If the Director of Studies/Year Tutor (as appropriate) considers there to be insufficient reason for the absence a verbal warning is given. The student absence monitoring form is completed and placed in the student's file.
- If there is further absence the Programme Secretary will send a third letter to the student requesting they meet with the Year Tutor/Director of Studies and Head of Directorate. If the Director of Study/Year Tutor (as appropriate) and Head of Directorate considers there to be insufficient reason for the absence a written warning is given. The student absence monitoring form is completed and placed in the student's file.
- If there are further absences the student will be referred to the Head of the School of Health Sciences. The Head of School will determine whether the student should be referred to a Progress Panel. The Progress Panel is empowered to take the decision to exclude the student from proceeding with the assessment for the module, or any other action as they see fit.

5. Procedures for Reporting and Recording Sickness and Absence

5.1 Sickness or Absence from the University

- In the event of absence through sickness students are required to notify the Programme secretary, either by 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 having unauthorised absence.
- The programme secretary will advise the module leader and mark the class list for the session appropriately.
- Students failing to notify the Programme secretary will be marked as having 'unauthorised absence'. Unauthorised absences may result in the formal warning procedure being instigated.
- On return to the University students who have been absent due to illness for more than three days, must submit either a self-certifying Certificate of Illness form or a medical certificate (more than 5 days), to the Programme secretary. This documentation is retained in the student's personal file.
- Students failing to submit 'self certification' forms or medical certificates within a five day period from the end of their illness will be recorded as having had unauthorised absence, and may therefore be entered into the formal warning procedure.
- In the event of absence for reasons other than illness from taught sessions, students are required to negotiate this absence with the Director of Studies/Year Tutor (as appropriate) prior to the session they are expected to attend.

- If the leave of absence is authorised the signed leave of absence form (Appendix 2) will be retained in the student's personal file.
- Students failing to secure a Leave of Absence Form will have their absence marked as unauthorised, and may therefore be entered into the formal warning procedure.
- Any student absent from time-tabled sessions may be required to show evidence of having completed a particular theory component. The programme team will consider each individual's circumstance and may require students to complete a course of directed study to compensate for any absences.

5.2 Sickness or Absence from Practice Placements

- A student who is absent from a practice placement must inform the practice placement area before the commencement of the days work. In addition the Programme Secretary at the University should be informed.
- Students failing to notify the practice placement area and the Programme secretary will be marked as having 'unauthorised absence'. Unauthorised absences may result in the formal warning procedure being instigated.
- On return to practice placement, further to a period of absence due to illness, students must submit a self-certifying Certificate of Illness form (for periods 3-5 days) or a medical certificate (more than 5 consecutive days), to the Programme secretary at the University. This documentation is retained in the student's personal file.
- Students failing to submit 'self certification' forms within a 5 days of their return will be recorded as having had unauthorised absence, and may therefore be entered into the formal warning procedure.
- In the event of absence for reasons other than illness from practice placements, students are required to negotiate this absence with the Director of Studies/Year Tutor (as appropriate). Students must not negotiate absence with staff in the practice placement areas without authorisation from the University.
- Where an absence is authorised the University will notify the practice placement area and the signed leave of absence form (Appendix 2) will be retained in the student's personal file.
- Students failing to secure a Leave of Absence Form will have their absence marked as unauthorised, and may therefore be entered into the formal warning procedure

Attendance at practice placements is monitored through liaison between the practice educators, clinical mentor/assessor and the University teachers of clinical skills, practice facilitators and module leaders.

Any absences from practice placements may also be recorded on the student's Practice or Clinical Assessment Form.

If a student has had frequent or unexplained absences from a practice placement this will be explored in the first instance by the Director of Studies/Year Tutor (as appropriate) (Appendix 7). This may result in the formal warning procedure, for unauthorised absence, being instigated.

6. Responsibilities in Reporting and Monitoring Student Attendance, Sickness and Absence

The responsibilities of students and members of staff of the Directorates, in reporting and monitoring student attendance, can be summarised as follows;

6.1 Students

- Notifying illness to the Programme secretary, by telephone or e-mail, before 9.00am for any academic session or before the commencement of the day's work on practice placement.
- Notifying illness to the practice placement area before the start of the days work
- Submitting a self certificate of illness (3-5 days) or a medical certificate (more than 5 consecutive days) to the Programme secretary within five days of the return from illness
- Negotiating any leave of absence from the University, practice areas with the Director of Studies/Year Tutor (as appropriate).
- Submitting a signed 'Leave of Absence' form to the Programme secretary for any absences from University or practice placements

6.2 Academic Staff

- Liaison with Programme secretary in monitoring student attendance
- Reporting student absence through TULIP

6.3 Director of Studies/Year Tutor (as appropriate)

- Taking overall responsibility for monitoring satisfactory student attendance
- Liaison with Programme secretaries in monitoring student attendance
- Liaison with Practice Placement Tutor in monitoring student attendance
- Authorising student leave of absence
- Issuing attendance 'warnings'
- Referring students to Head of Directorate
- Arranging formal meetings with students whose attendance is not satisfactory
- Preparing reports on student attendance for Progress Panel
- Review of self-certification, medical certificates at authorised Leave of Absence Forms each Semester

6.4 Practice Placement Tutor

- Monitoring and reviewing overall student attendance on placement
- Liaison with Programme secretary in monitoring student attendance
- Liaison with University teachers of clinical skills, practice facilitators, practice educators/ clinical mentors/assessors in monitoring student attendance
- Exploring reasons for absence with students whose attendance is not satisfactory
- Advising Director of Studies/Year Tutor (as appropriate) of matters relating to student attendance, sickness and absence

6.5 University Teachers of Clinical Skills/Practice Facilitators/Practice Educators

- Monitoring student attendance in practice placements
- Advising Practice Placement Tutor of unsatisfactory placement attendance

6.6 Head of Directorate

- Chairing formal meetings with students whose attendance is not satisfactory
- Issuing formal written warnings
- Referring students whose attendance is problematic to the Head of School

6.7 Programme Secretary

- Advising academic staff of notified sickness and absence
- Advising practice clinical areas of any absences authorised by the Director of Studies/Year Tutor (as appropriate)
- Collection of Sickness and Absence forms – and keeping record on student files
- Reviewing class lists each week and alerting the Director of Studies/Year Tutor (as appropriate) to patterns of student sickness and absence
- Filing sickness and absence forms in individual student files
- Preparing standard letters as advised by the Director of Studies/Year Tutor (as appropriate)
- Undergraduate Nursing programme - Entering student attendance details into System 1 database



**POLICY ON LEAVE FOR COMPASSIONATE, DOMESTIC AND
PERSONAL REASONS**

1. Introduction

- 1.1 Leave for Compassionate, Domestic and Personal Reasons is available to all students who may need a period of leave in order to take action regarding the revision of care arrangements in the event of an unexpected or sudden difficulty.
- 1.2 The aim of this document is to establish a clear policy on leave for students who have to deal with family emergencies or emergencies concerning dependants.
- 1.3 The provisions within this policy are not exhaustive and if any requests for special leave fall outside this document, students should refer the matter to the Director of Studies/Year Tutor (as appropriate).

2. Circumstances in which a student can take time off

- 2.1 The time off for Compassionate, Domestic and Personal Reasons enables a student to deal with an unexpected or sudden problem and make any necessary arrangements for the longer term. Typical examples of this are shown below but students should be aware that this list is not exhaustive:-
- If a dependant falls ill or has been involved in an accident, or assaulted, or is simply distressed rather than injured physically;
 - To make longer term care arrangements for a dependant who is ill or injured;
 - To deal with the death of dependant, for example, to make funeral arrangements or to attend a funeral;
 - To deal with an unexpected disruption or breakdown of care arrangements for a dependant, for example, when the childminder or nurse fails to turn up;
 - To deal with an incident involving the student's child during school hours.

3. Definition of a Dependant

- 3.1 A dependant is the partner, child or parent of the student, or someone who lives with the student as part of their family. For example, this could be an elderly aunt or grandparent who lives in the household. It does not include tenants or boarders who live in the family home.
- 3.2 In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the student for assistance. This may be where the student is the primary carer or is the only person who can help in an emergency.

4. How much time is allowed

4.1 A student is entitled to take a reasonable amount of time off depending on the circumstances. In most cases the amount of leave will be one or two days, but this will depend on individual circumstances. For example, if a child is ill, leave taken under the Leave for Compassionate, Domestic and Personal Reasons provisions is available to help the student cope with the crisis, to deal with the immediate care of the child, visit the doctor and to make longer term care arrangements. It does not mean the student may take two weeks leave to care for or look after the child.

4.2 Where the student needs to be able to take a longer period of leave, they should investigate other arrangements with the Director of Studies/Year Tutor (as appropriate).

5. How will this time off be recorded on my attendance record?

5.1 Any leave taken in accordance with the terms of this policy is recorded as 'authorised leave'.

6. Notification Arrangements

6.1 Students must notify their Directorate as soon as reasonably practicable of the reason for their absence and how long they expect to be away from university.

6.2 There may be times when a student returns to the university/placement before it is possible to contact the Director of Studies/Year Tutor (as appropriate) but they must still explain the reason for absence on return.

6.3 A copy of the completed leave of absence form should be given to the programme secretary.

7. Abuse of the Leave Arrangements

7.1 If a student is alleged to have abused the Leave arrangements for Parental, Compassionate, Domestic and Personal Reasons, the matter will be dealt with in accordance with by the Directorate in accordance with the School Absence policy and procedures.

School of Health Sciences Statement on Religious Observance

The University of Liverpool is a secular organisation which welcomes staff and students from all faiths and none. The University is committed to providing a respectful environment for anyone who may seek to give their particular religion or belief external expression. It acknowledges that religion is both belief and practice. All University staff and students should respect the opinions and human rights of others thus creating a welcoming environment for all staff and students. We must ensure that discrimination on the grounds of religion is addressed and all are able to work and study within a safe and supportive institution. At the same time, students are still required to fulfil all course requirements. For information on Religion and Belief, see the University guidance on the subject at: www.liv.ac.uk/hr/diversity_equality/documents/Religion_and_belief_guidance_.doc.

The School of Health Sciences serves a diverse student population. While we support the individual student's right and wish to practise his/her faith, we have 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 Director of Studies/Year Tutor (as appropriate). 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 Director of Studies/Year Tutor (as appropriate) 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 mitigating circumstances for failure in exams.

Examinations

Examinations organised by the Directorate

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 directorate and placement sites. Students must complete a **Request for Examination Arrangements to Accommodate Religious Observance application form**. This form must be submitted to the Director of Studies/Year Tutor (as appropriate) 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.

Examinations organised by Student Administration and Support (SAS)

Again students should consult programme 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 SAS. Students must complete a **Request for Examination Arrangements to Accommodate Religious Observance application form**. This form must be submitted to the Director of Studies/Year Tutor (as appropriate) 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. Efforts will be made by the Director of Studies/Year Tutor (as appropriate) and/or Examinations Officer to liaise with SAS for an arrangement that avoids examinations being on that day. However due to constraints of the timetable and numbers of students involved in some examinations there may be no alternative but to hold examinations on such days.

Assignments

In the case of an assignment hand in date conflicting with the need for religious observance, it is anticipated that the student will hand in the assignment before this date.

Professional Practice Placements

Students on practice placements on days of religious observance should request permission to be absent from the Practice Placement Tutor by submitting a **request for authorised absence form** and the student will be responsible for arranging alternative times, by mutual agreement, with their Practice Educator. The student is required to inform the Practice Placement Tutor in writing at least 14 days prior to the day of what alternative arrangements have been made. In the case of religious observance that cannot be predicted fourteen days in advance then the student must submit a **request for authorised absence form** and inform their Practice Educator and Practice Placement Tutor as soon as possible.

Students who are absent because of religious observance, without prior approval by the Director of Studies/Year Tutor (as appropriate) or the Practice Placement Tutor as outlined above, will be deemed to be absent without approval and will have the absence recorded as unauthorised in their files. Unauthorised absence for more than three compulsory sessions may lead to a formal warning for attendance.

Extended absence for religious observance during critical events such as the death of a relative will be dealt with under the University's **mitigating circumstances procedure**. This can be accessed via the link: http://www.liv.ac.uk/tgsd/pol_strat_cop/

Dress

The University acknowledges that some people will wish to wear religious dress (including, for example, turbans, skullcaps, hijabs, Sikh 5Ks and clerical collars). The wearing of religious dress is permitted provided it is consistent with the University's pursuit of its legitimate aims. Where a student is required to wear overalls, protective clothing or uniforms, the University will make efforts to accommodate the wearing of religious dress safely. If, in exceptional circumstances, wearing of religious dress may compromise the health and safety of a student or others, it may be necessary that the person does not wear that dress. Such cases should be dealt with sensitively. There are some circumstances where the wearing of religious dress by students is discouraged by external bodies. Where this is the case, students are expected to adhere to the dress codes of the environment in which they are studying and will be expected to adhere to the Trust or placement site code of dress. NHS Employers advise that "If a rule is likely to conflict with an employee's religion or belief then there must be clear evidence to demonstrate objective justification. This analysis may be required on a case by case basis" (NHS Confederation [Employers] – Dress and Discrimination. August 2007). Students are expected to discuss any particular difficulties or concerns with their Practice Placement Tutor and such issues should be dealt with sensitively, with respect to an individual's rights to freedom, whilst protecting patient and staff safety and professional standards.

Duties

The University is a diverse and international community which engages in a wide range of activities and research projects. Should a situation arise where an individual is required, as part of their duties, to undertake activities that they object to on the grounds of their religion or belief, they should inform their Director of Studies/Year Tutor (as appropriate) of this as soon as possible. All practical efforts will be made to reorganise duties or studies where at all possible to accommodate such objections. The directorate Diversity and Equality tutors can provide advice for such situations in the first instance.

Contacts and procedures

If a student feels that they are being treated unfairly with regard to their religion and belief the Directorate Diversity and Equality tutors can provide advice.

Directorate Diversity and Equality Tutors	
Medical Imaging and Radiotherapy	Zainab Hussain zay@liv.ac.uk
Nursing	Vicky Garner vgarner@liv.ac.uk
Occupational Therapy	Alison Armfield (School Diversity & Equality Tutor) or Maria Tiffin mtiffin@liv.ac.uk
Orthoptics	Helen Orton h.p.orton@liv.ac.uk
Physiotherapy	Helen Lean hlean@liv.ac.uk

Students should also refer to the **University's Religion and Belief policy**

http://www.liv.ac.uk/hr/diversity_equality/documents/PDF_policies/RB_policy_statement.pdf

and the University's **Dignity at Work and Study policy**

http://www.liv.ac.uk/accommodation/downloads/Dignity_at_Work_and_Study_Policy_and_Procedure.pdf

Facilities

Staff should accommodate, where possible, student's needs to pray or observe their religious practice during their time at the University and placement.
http://www.liv.ac.uk/hr/diversity_equality/documents/PDF_policies/RB_policy_statement.pdf

Faith Express, located next to the Foundation Building, is the 'shop front' for chaplaincy at the University. Faith Express holds information about faith activities in Liverpool and a faith contact list, and seeks to help staff and students of any faith background.

Chaplaincies (Staff and Students)

The role of the Chaplains includes supporting the University in its pastoral care of students as well as staff. The support of the Chaplains is not limited to Christians but is available to all without distinction or obligation.

- Anglican Chaplain
Chaplain: Dr James Harding
Email: angchap@liv.ac.uk
Address: Chaplaincy Office, Mulberry Court, Mulberry Street, Liverpool L7 7EZ
- Catholic
Fr. Ian McParland
Tel: 0151 709 3858
Email: imcp@cathchap.org.uk

Address: Catholic Chaplaincy, Philip Neri House, 30 Catharine Street
Liverpool L8 7NL

- Methodist
Rev. John Lansley
Email: john.lansley@methodist.org.uk;
Address: Faith Express, University of Liverpool, Foundation Building, Brownlow Hill,
Liverpool, L69 7ZX
- Elim Pentecostal
Rev. Carol Canter
Email: c.canter@liv.ac.uk

Prayer Room

The University currently has a prayer room. This is based in the Reilly Building within the Guild and is a facility available to both staff and students.



School of Health Sciences

**Student Attendance, Sickness
and Absence Policy Appendices**

1 - 8



SCHOOL OF HEALTH SCIENCES

SELF CERTIFICATION OF ILLNESS FORM

THIS FORM IS TO BE USED TO CERTIFY PERIODS OF ILLNESS FROM 3-5 CONSECUTIVE DAYS. A MEDICAL CERTIFICATE SHOULD BE SUPPLIED FOR PERIODS OF MORE THAN 5 CONSECUTIVE DAYS.

Name (Please Print)

Degree ProgrammeYear of study.....

I wish to inform you of my absence on:

Date(s) From:

To:

Number of days in total:

Number of ***practice** days:

Number of ***academic** days:

Reason for absence:

.....

.....

Signed:Date:

* practice=days absent from professional practice /
academic=days absent from University

THIS FORM SHOULD BE RETURNED TO THE PROGRAMME SECRETARY ON THE FIRST DAY OF YOUR RETURN TO THE UNIVERSITY/PLACEMENT AFTER THE PERIOD OF ILLNESS. FAILURE TO SUBMIT IT WITHIN FIVE DAYS OF RETURN WILL RESULT IN THE ABSENCE BEING RECORDED AS UNAUTHORISED.



SCHOOL OF HEALTH SCIENCES

LEAVE OF ABSENCE FORM

Name (Please print)

Degree Programme Year of Study

Reason for request for Leave of Absence

.....
.....

Dates of Absence From:..... To:.....

Number of * hours/days in total

Number of academic days Number of practice days

For practice days give practice placement details and contact person:

Placement name Contact

Specific work I will miss due to absence (*where known*)

.....

Signed Date

Staff Use Only:

Following discussion with the above named student I **accept/ do not accept* the student's reason for absence. Authorised absence is therefore **agreed/ denied*. (Please write any comments as you feel necessary on the reverse of this form)

Director of Studies Date

LEAVE OF ABSENCE FORM

TO THE STUDENT

1. Please make an appointment to see your Director of Studies **at least 5 working days prior to your request for authorised absence.**
2. Complete this form in preparation for your appointment with your Director of Studies.
3. This form should be returned to the Programme Secretary immediately following authorisation by your Director of Studies, even if authorised absence has been denied.

For any period of absence without formal approval or if leave of absence has been denied and you are absent on the day(s) in question, this absence will be recorded as unauthorised and may lead to disciplinary action.

TO THE DIRECTOR OF STUDIES

1. Following discussion with student, please sign at the bottom of the front of this sheet and write any comments below, (i.e reason for non-agreement of request, etc).
2. Should authorised absence be agreed, the student will need to be informed of what he/she will need to do in respect of lectures missed or if on clinical placement/fieldwork, how to make up lost hours (please state action/advice below).

TO THE SECRETARY

1. File original form in student's personal file
2. Record relevant information on student's individual absence record.

Comments by Director of Studies

Request denied because:

.....

Request approved, student has been advised to:

.....

.....



School of Health Sciences

Request for Examination Arrangements to Accommodate Religious Observance

Please complete this form fully and hand-in to the Director of Studies.

You must submit this form no later than the **THIRD WEEK** of the semester in which your examination is to take place. It may not be possible to accommodate any requests received after that date. Details of the main examination periods are available from your programme and placement timetables. If in doubt contact the Director of Studies and/or Practice Placement Tutor

Please ensure that you submit a form **EACH SEMESTER**, as this information is not held on file. Forms are available from the Programme Secretaries and can also be downloaded from the School of Health Sciences module on VITAL

FULL NAME (in BLOCK LETTERS): _____

ID NUMBER: _____

MODULE CODES AND TITLES AFFECTED

<i>MODULE CODE</i>	<i>MODULE TITLE</i>	<i>EXAM PERIOD</i>

TIMES/DATES OF RELIGIOUS OBSERVANCE DURING THE EXAMINATION PERIOD (e.g. Friday 12-2pm, Saturdays, or give specific dates during an examination period. Please note that exemption for consecutive days may not be possible.)

REASON FOR REQUEST: _____

SIGNED:

Date

CONTACT DETAILS (University email address): _____

Please note that due to other constraints on the examination timetable, it may not always be possible to meet your specific requests. In such cases, you will be informed of this before the examination timetable is finalised.

(APPENDIX 4) STUDENT ABSENCE MONITORING FORM



School of Health Sciences

STUDENT ABSENCE MONITORING FORM

Student..... Staff Member-----

Dates of absences under discussion

.....
.....

Outline of discussion

.....
.....
.....

Action

- Informal discussion re. reasons for absence and school policy explained
- Second discussion re. absence – verbal warning given by Director of Studies/Year Tutor
- Third discussion re. absences – written warning given by Head of Directorate

Signed..... Date.....

(Appendix 5) LETTER FROM DIRECTOR OF STUDIES/YEAR TUTOR

Date

Dear (name)

I note that you have been absent from the University, without authorisation, * for at least two sessions/ for at least two sessions over two days/ for two or more sessions in consecutive weeks/other (*give details*). I must remind you that attendance at University sessions is compulsory and that failure to attend satisfactorily could result in a formal warning procedure being instigated.

If you are having difficulties which are impacting on your attendance may I remind you that there are a number of support systems both within the School and the University, which you may approach for help relating to academic, personal or financial problems.

In the meantime please would you make an appointment to see me, in order that we can discuss your attendance.

Yours sincerely

Director of Studies

cc Personal File

* delete as appropriate

(APPENDIX 6) REQUEST TO MEET FORMALLY WITH HEAD OF DIRECTORATE

Date

Dear (name)

It has been brought to my attention that your current attendance at the University/Practice Placement has not improved despite the letter from XXXXXXXX bringing our concerns to your attention.

You are reminded that failure to attend satisfactorily, for any part of your programme, may have serious consequences for progress in your studies and may ultimately result in your referral to Progress Panel.

As a result of your continued poor attendance you are now required to meet formally with the Director of Studies and myself to discuss this matter. Please make arrangements to attend the University at XXXXX on XXXXXXXX.

Yours sincerely

Head of Directorate

cc Personal file

Please tear off and return:

Name (please print)

I hereby acknowledge receipt of this letter and confirm that I will attend the meeting at XXXX on XXXXXXXX.

Signed

Date.....

(APPENDIX 7) FORMAL WARNING LETTER

Date

Dear (name)

Following your recent interview about your failure to attend satisfactorily on the XXXXXX programme, you are now being given a formal warning about your attendance.

You are reminded that failure to attend satisfactorily may have serious consequences for progress in your studies. Any further failures in attendance, without authorisation, will result in your being referred to the Head of School who will decide what further action should be taken. Ultimately, this may result in your referral to Progress Panel who is empowered to recommend termination of studies for unsatisfactory attendance.

If you are experiencing difficulties that are impacting on your attendance at the University I would strongly advise you to seek appropriate support at the earliest opportunity. The Senior Academic Advisor attached to the School is Mrs Jo Sharp and it is recommended that you make an appointment to see her to discuss your current position.

Yours sincerely

Head of Directorate

FORMAL WARNING ACKNOWLEDGEMENT

Name (please print)

Programme

I confirm that I have received a copy of this formal warning and have been advised to discuss my position with the Academic Sub-Dean.

Signed Date

(APPENDIX 8) UNSATISFACTORY ATTENDANCE AT PRACTICE PLACEMENT

Date

Dear (name)

I note that you have been absent from your practice placement, without authorisation, *for at least two sessions/ for at least two sessions over two days/ for two or more sessions in consecutive weeks/other (*please specify*). I must remind you that attendance at the placement is a compulsory part of your degree programme and that failure to attend satisfactorily could result in a formal warning procedure being instigated.

If you are having difficulties which are impacting on your attendance may I remind you that there are a number of support systems both within the School and the University, which you may approach for help relating to academic, personal or financial problems.

In the meantime please would you make an appointment to see me, in order that we can discuss your attendance.

Yours sincerely

Director of Studies

cc Personal File

* delete as appropriate