

Attendance Policy 2023-2024

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1.0 Introduction

To have the best chance of achieving their full potential, regular and consistent attendance is critical for students, as this is a key foundation for their success and achievement of the programme. It is agreed within the Commitment Statement that students are required to attend all off-job training and notify the Institute if there is any reason for non-attendance.

1.1 Parameters of the policy

Students are expected to have 100% attendance and consistent punctuality. If a student misses more than 3 sessions per semester, without an authorised absence, this will trigger Stage One of the attendance monitoring processes. More than 5 incidents of lateness will also trigger Stage One. Lateness is deemed as more than 10 minutes late according to the agreed start time. This will be marked as late in the register.

If Stage One has been completed and there has not been an improvement in attendance or punctuality, then Stage 2 will be implemented. Finally, where students have been through both Stage 1 and 2 without significant improvement, they will be referred to the Deputy Director of Academics.

1.2 Scope of Attendance Tracking

Attendance refers to all scheduled and timetabled learning for the programme, and this can be categorised as lectures, lab sessions and any other mandatory activities as specified in the Programme Handbook. The staff member leading the timetabled learning is responsible for the completion of an attendance register. Attendance is not monitored during self-directed study opportunities.

Attendance in the workplace is managed through Dyson's standard employment procedures. Students should inform their line manager of any absence, and this will be recorded in Workday. Where a student is absent, regardless of whether it is a workplace day or a study day, they must input their absence into the Workday system.

1.3 Authorised absence

It is accepted that occasionally there may be a legitimate reason for approved absence/lateness/requirement to leave early. Authorised absences will only be agreed in exceptional circumstances.

The Dyson Institute expects all students to notify academic.admin@dyson.com of any absence. Students are expected to notify the reason for their absence and where possible in advance. Sickness should also be notified to academic.admin@dyson.com. If students are sick for more than five days, they will need to supply a fit note (or Statement of Fitness) from their GP or hospital doctor.

Instances of illness or other unforeseen circumstance that affect an assessment must be reported to the Senior Academic

Administrator, and where relevant, a Mitigating Circumstances form submitted with the relevant evidence (e.g., doctors or hospital note). Further details are found in the Mitigating Circumstances Regulations.

Examples of authorised absences could be, but not limited to:

- A medical appointment which cannot be arranged outside course hours,
- Illness preventing attendance,
- A funeral of a close relative (immediate family),
- Severe problems with transport i.e., severe weather conditions or public transport strike.

1.4 Escalation Stages

1.4.1 Stage One

The student will be invited to have a conversation with their Academic Tutor and Student Support Advisor. This will include investigations into trends of non-attendance, attendance in the workplace, feedback from the Academic Team and achievement data. The aim of the conversation is to understand the reasons for and impact of the non-attendance or lateness and to implement an Improvement Plan (linked [here](#)) which will support the student to resolve the issue(s).

The Improvement Plan will be agreed between the Academic Tutor, Student Support Advisor, and student during the initial conversation and a record of the outcomes made on the Improvement Plan by the Student Support Advisor.

The Student Support Advisor will provide a copy of the Improvement Plan to the Senior Academic Administrator, who will keep it on file for reference should a Stage Two be triggered. The student will also be provided with a copy.

Students will usually be given two weeks to implement the Improvement Plan, and a follow-up meeting will be agreed at the initial conversation stage.

1.4.2 Stage Two

If a student's attendance and punctuality does not improve after Stage One, or they trigger Stage One more than once, Stage Two will be implemented.

Stage Two will be conducted by the Academic Tutor and Student Support Advisor. This meeting will look at any previous Improvement Plan(s) and investigate the reasons for continued non-attendance. This could result in initiating the Fitness to Study policy. Any further unauthorised absence or lateness in the same academic year will result in a referral to the Deputy Director of Academics and potential removal from the programme.

Students will usually be given two weeks to implement the Improvement Plan, and a follow-up meeting will be agreed at the Stage Two meeting.