

Attendance Policy 2022-2023

Status: Approved

Approval date: August 2022

Audience: Public

Responsible person(s): Senior Apprenticeship
Compliance Officer

Approved by: Academic Board

1.0 Introduction

To have the best chance of achieving the 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. Additionally, more than 5 incidents of lateness will trigger Stage One. Lateness is deemed as more than 5 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 Head of Engineering Programme.

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.

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.

Examples of authorised absences could be:

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

1.4.1 Stage One

A conversation with the Senior Academic Administrator and the 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 reasons and impact of the non-attendance or lateness and to implement an Improvement Plan which will support the student to resolve the issue.

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 a Senior Lecturer and the Academic Tutor. This conversation will look at any previous Improvement Plans and investigate the reasons for continued non-attendance. This could result initiating Fitness to Study policy. Any further unauthorised absence or lateness in the same academic year will result in a referral to the Head of Engineering Programme and potential removal from the programme.