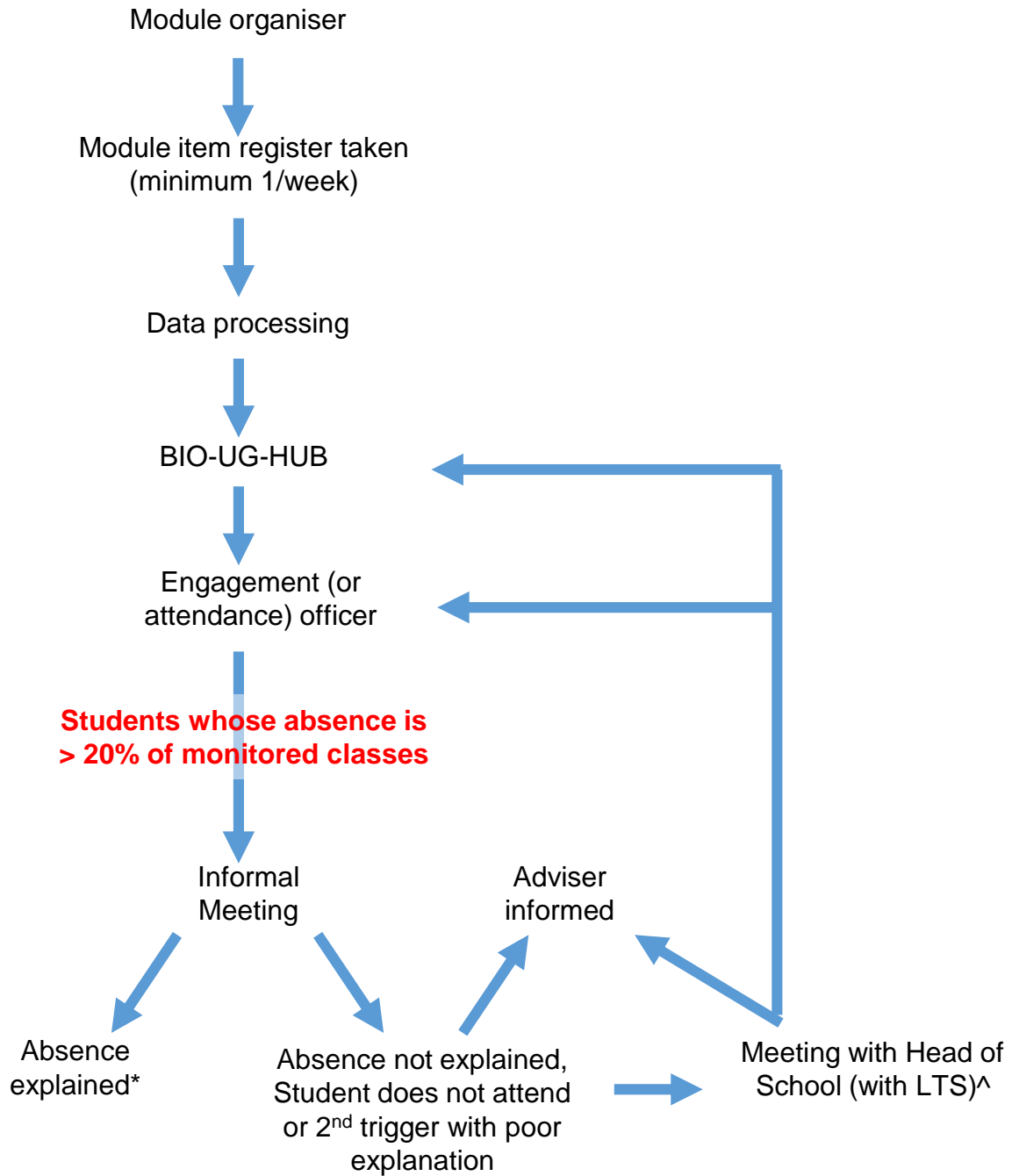


Attendance monitoring

- ✦ Attendance of all UG and PGT students must be monitored
- ✦ **Module Organisers have an obligation to ensure at least one register is completed per week per module - help available in LSO (for classes >70 students and proper registers used)**
- ✦ Student attendance will be reviewed using attendance records supplied by LTS
- ✦ Above a school-defined threshold, action must be taken, 'up to and including, where necessary and appropriate, referral of cases to SSDC under General Regulation 13'



Students whose absence is > 20% of monitored classes

*no further action, or
*refer to support services, or
*invoke Fitness to Study procedure

^no further action, or
^refer to support services, or
^formal HoS warning, or
^invoke Fitness to Study procedure
^SSDC after 2nd HoS warning

Registers - completion by MOs?

- ✦ Module Organisers have a responsibility to ensure at least one register is completed per week per module (even if you are not teaching that week)
- ✦ Difficulty in treating students fairly
 - ✦ Incomplete registers (e.g. only some seminars recorded, some modules are poorly recorded)

14/Apr/2016	Thu	1	13:00 - 14:00	01:00	TPSC 0.1			Display
14/Apr/2016	Thu	2	13:00 - 14:00	01:00	JSC 2.03		Taken	Display
14/Apr/2016	Thu	3	13:00 - 14:00	01:00	C.HALL 01.07		Taken	Display
14/Apr/2016	Thu	4	13:00 - 14:00	01:00	ARTS 3.01		Taken	Display
14/Apr/2016	Thu	5	13:00 - 14:00	01:00	JSC 2.02			Display
21/Apr/2016	Thu	1	13:00 - 14:00	01:00	TPSC 0.1		Taken	Display
21/Apr/2016	Thu	2	13:00 - 14:00	01:00	JSC 2.03		Taken	Display
21/Apr/2016	Thu	3	13:00 - 14:00	01:00	C.HALL 0.17		Taken	Display
21/Apr/2016	Thu	4	13:00 - 14:00	01:00	ARTS 3.01		Taken	Display
21/Apr/2016	Thu	5	13:00 - 14:00	01:00	SCI 3.05		Taken	Display

Registers



5	Student ID	Student Name	Course Name	Student Stage	Adviser	Events	Percent	Informal
6			BIOLOGICAL SCIENCES WITH A FOUNDATION YEAR	LEVEL 0		47	79.66%	
7			BIOLOGICAL SCIENCES WITH A YEAR ABROAD	LEVEL 1		43	97.73%	
8			BIOCHEMISTRY	LEVEL 1		38	76.00%	
9			BIOMEDICINE	LEVEL 1		34	73.91%	
10			BIOCHEMISTRY WITH A YEAR IN INDUSTRY	LEVEL 1		34	65.38%	
11			BIOMEDICINE	LEVEL 1		32	68.09%	
12			BIOLOGICAL SCIENCES	LEVEL 1		31	96.88%	
13			BIOLOGICAL SCIENCES (MSCI)	LEVEL 1		31	93.94%	
14			BIOLOGICAL SCIENCES	LEVEL 1		30	93.75%	
15			BIOLOGICAL SCIENCES	LEVEL 1		29	96.67%	
16			BIOLOGICAL SCIENCES	LEVEL 1		28	87.50%	
17			BIOMEDICINE	LEVEL 1		28	96.55%	
18			BIOLOGICAL SCIENCES	LEVEL 1		26	72.22%	
19			BIOMEDICINE	LEVEL 1		26	76.47%	
20			BIOMEDICINE	LEVEL 1		25	65.79%	
21			BIOCHEMISTRY	LEVEL 2		24	60.00%	19/MAR/2015
22			ECOLOGY	LEVEL 1		24	92.31%	
23			BIOCHEMISTRY WITH A YEAR IN INDUSTRY	LEVEL 2		23	58.97%	
24			BIOLOGICAL SCIENCES WITH A FOUNDATION YEAR	LEVEL 0		23	40.35%	
25			BIOLOGICAL SCIENCES	LEVEL 1		23	74.19%	
26			BIOCHEMISTRY	LEVEL 1		23	48.94%	
27			BIOLOGICAL SCIENCES	LEVEL 2		22	78.57%	
28			BIOLOGICAL SCIENCES	LEVEL 1		22	68.75%	
29			BIOLOGICAL SCIENCES (MSCI)	LEVEL 1		22	59.46%	
30			BIOMEDICINE	LEVEL 1		22	73.33%	
31			MOLECULAR BIOLOGY AND GENETICS	LEVEL 1		21	63.64%	
32			BIOLOGICAL SCIENCES	LEVEL 1		20	46.51%	
33			BIOCHEMISTRY WITH A YEAR IN INDUSTRY	LEVEL 1		20	37.74%	
34			ECOLOGY	LEVEL 3		19	55.88%	30/OCT/2015
35			BIOLOGICAL SCIENCES	LEVEL 3		19	79.17%	25/NOV/2015
36			BIOLOGICAL SCIENCES	LEVEL 1		19	59.38%	
37			BIOLOGICAL SCIENCES	LEVEL 1		19	65.52%	
38			BIOCHEMISTRY	LEVEL 2		19	46.34%	19/MAR/2015
39			BIOLOGICAL SCIENCES WITH A YEAR IN INDUSTRY	LEVEL 1		19	52.78%	
40			BIOMEDICINE	LEVEL 1		19	70.37%	

Meetings and outcomes

- ✦ November 2015: 24 students invited to meeting
- ✦ January 2016: 29 students invited to meeting
(plus a further 28 warning emails)
- ✦ February 2016: HoS meetings as consequence of non-attendance
(often student also identified via Progress Board)
- ✦ March 2016: 25 students invited to meeting
- ✦ For some students the interventions work: non-reported ECs have come to light, students were helped and have now graduated/progressed, attendance improves, advice about help available/intercalation/withdrawing has been provided
- ✦ Some students continue to be absent and some fail to progress
(others pass)