

Consideration of students' attendance, engagement and progress

Student's attendance falls below a level determined by the School (a)

Nominated colleague, determined by the School (eg Adviser) shall: (i) invite the student to an initial meeting, (ii) write up notes of the meeting, (iii) ensure that record (in eVision) shows that the student had been known/seen, (iv) remind student of General Reg 13 and the importance of attendance and engagement etc, (v) remind student of the Extenuating Circumstances policy

If student does not attend initial meeting and does not provide explanation/make alternative arrangements

HOS to consider whether student is otherwise engaging with studies/reporting absence online

If student is engaging

If this is deemed appropriate by senior adviser/year lead (c)

If student is NOT engaging

Take no further formal action, but nominated colleague(s) (eg Adviser) should continue to check the student's attendance records

Refer student to appropriate Student support services eg University medical centre, SSS etc

Invoke Fitness to Study procedure if appropriate

Refer student to School's FTP where appropriate

If student's attendance, engagement and/or progress continues to fall below the level determined by the School (b)

If student's attendance/engagement/progress improves satisfactorily: End of Process

LTS invites the student to a formal meeting

HOS or nominated deputy has the formal meeting with LTS in attendance to take minutes. HOS to communicate his/her decision in writing

If student does not attend formal meeting and cannot demonstrate Good Cause, HOS may proceed in student's absence

Take no further formal action but HOS should make it clear that the nominated colleague(s) (eg Adviser) would continue to check the student's attendance and the student should be advised of the possible consequences of not attending/engaging.

Refer student to appropriate Student support services eg University medical centre, SSS etc

Issue a Formal Head of School's warning

Invoke Fitness to Study procedure if appropriate

If student's attendance, engagement and/or progress continues to fall below the level determined by the School

If student's attendance/engagement/progress improves satisfactorily: End of Process

LTS invites the student to a second formal meeting

HOS has the second formal meeting with LTS in attendance to take minutes. (for students on courses leading to registration with PRSBs, HOS to liaise with the FTP Board or Professionalism Committee.) HOS to communicate his/her decision in writing

If this is deemed appropriate by HOS

Take no further formal action but HOS should make it clear that the nominated colleague (eg Adviser) would continue to check the student's attendance and the student should be advised of the possible consequences of not attending/engaging.

Refer student to appropriate Student support services eg University medical centre, SSS etc

Invoke Fitness to Study procedure if appropriate

Refer the student to SSDC

(a) Schools will determine what an acceptable level of absence will be.

(b) Schools may have different requirements in terms of which level would result in an invitation to an initial meeting, and the level at which it would invite the student to a formal meeting. Schools must communicate its requirements to students.

(C) If a student had an initial meeting in year 1, for example, and his/her attendance/engagement/progress improved, the expectation is that he/she would normally proceed to a formal meeting in subsequent years if their attendance/engagement/progress deteriorated. However, the School's senior adviser/year lead may consider individual circumstances on a case-by-case basis.

