



Attendance Recording Policy for Timetabled Events

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1.1 Institutional Aims

To encourage student success, the University places a strong focus on enhancing the student experience. To maximise this experience, there is a key emphasis on student engagement, which in turn may also allow us to identify students who require additional support.

1.2 Scope of the Policy

This policy applies to all campus-based students who have events scheduled through the University timetabling system, and all University staff who are involved in arranging, supporting or delivering any of these events. The data from the Attendance Recording system also form part of the wider policy for International students who hold a Tier 4 (General) student visa as outlined in the UK Visas and Immigration (UKVI) Policy and Procedure.

1.3 Attendance Expectations

Students are expected to attend and engage with all timetabled events associated with their programme.

The University is also committed to providing additional learning technologies to enhance the student experience by recording certain teaching events and making them available online to students where appropriate. These technologies are to supplement, not replace, actual events, and attendance at timetabled sessions is still expected.

1.3.1 Compulsory Attendance

Some programmes may contain events where attendance is compulsory for all students, or where a Professional, Statutory or Regulatory Body (PSRB) requires a higher level of attendance than those set out in this policy, due to their accreditation requirements. The individual requirements for each programme will, therefore, be detailed in the programme handbooks and related programme literature provided by the School.

1.3.2 Card Readers

In order to record attendance accurately as outlined in this policy, the University has installed uniCARD readers in all University teaching rooms.

1.3.3 Recording Attendance

Data from timetabled events transfer to the University Attendance System. In accordance with UniCard [Rules and Regulations](#) all students are required to carry their uniCARD with them at all times to allow them to be identified by Security staff and to allow them to use University facilities, so all students should have the ability to record their attendance at a timetabled session.

1.3.4 Check In

To be marked as present at timetabled sessions, students must tap their Aston University uniCARD on the card readers placed inside the teaching room. This can be done up to 10 minutes before the timetable session has started, and no more than 50 minutes after the session start time has passed. Tapping upon exit will be marked as 'Attended late'.

In the event of a uniCARD or card reader failure then students should go to the Hub Reception to check their card is working correctly and if necessary, have a note added on their record for that session.

Students who fail to tap the card reader at the start of their session, who have an issue with their card that they do not report to a member of staff, or who do not make a note on their record will be marked as absent.

1.3.5 Full Attendance and Late Arrivals

There are four classifications of attendance for a timetabled session:

1. Check in from 10 minutes before and up to 15 minutes after the official start time of the timetabled session will be marked as 'Attended on time';
2. Check in from 15 minutes to 50 minutes after the official start time of the session will be marked as 'Attended late';
3. Failure to check in, in the absence of a note being made on the student's record, will result in the student being marked as 'Absent';
4. Failure to check in accompanied by a note being made on the student's record will be marked as 'Absent – Notes attached'

If a pattern of lateness is observed, the School may wish to explore the reasons for this with the individual student, and/or the student may wish to discuss issues affecting their engagement with the School.

1.3.6 Fraudulent Attendance

In accordance with uniCARD [Rules and Regulations](#) the use of a uniCARD is personal to the individual to whom it is issued, and students must not allow their card to be used by any other individual. Students who are found to be fraudulently using the system, either by tapping in on others' behalf or allowing others to tap in on their behalf, may be subject to disciplinary proceedings.

1.3.7 uniCARD failures

Students who are not able to register attendance by tapping in to a session should visit the Hub Reception for support and may also submit an explanatory note online for the timetabled session record in question, as outlined in the Attendance Recording Procedure.

1.3.8 Lost uniCARD

Lost or stolen uniCARDS must be reported to the IT Helpdesk as soon as possible so that the old card can be deactivated. uniCARD replacements may incur a charge. Please see the uniCARD [Rules and Regulations](#) for further information.

1.3.9 Room changes

Where possible, all room changes will be amended on the University system and the changes will be communicated to the students well in advance of the session. If a room change is required at the last minute for any reason, the relevant member of staff should inform School timetabling staff as soon as possible so they can update the system. Students will then be required to tap in to the new room to ensure their attendance can be monitored and staff in the Hub will be able to rectify the records.

1.4 Absences

It is the student's responsibility to notify the University of any absences at the earliest possible opportunity as outline in the Attendance Recording Procedure.

Consecutive absences of more than seven calendar days during a period containing timetable events may result in the University contacting the student to discuss the absences. How students are contacted may differ depending on the specific requirements of the programme of study as specified in the programme handbooks and related programme literature, but it would normally be their Programme or Personal Tutor.

Some Schools may agree to authorise a period of absence as outline in the Attendance Recording Procedure. In these circumstances, absences will still lower the attendance percentages, as the student will still have been absent from the session, but it will allow staff to see the reasons for the absence and make an informed choice about whether any action is necessary and, if action is deemed necessary, the nature of any action. During the absence period the student will not be contacted about their attendance at timetabled sessions.

Students who fail to attend timetabled teaching events without having notified their School of the absence will be moved through a staged process as highlighted in the Attendance Recording Stages section of this policy.

1.4.1 Leave of Absence

A student may wish to consider an official suspension of studies if there is an ongoing period of absence that may result in the student needing additional time to complete their studies. Students should discuss their requirements with their Personal Tutor or Programme Director in person. Home/EU Students may wish to seek advice from The Hub Student Advisors about any potential impact on their Student Loan funding if they are considering a Leave of Absence. Tier 4 (General) Student visa holders should also discuss their options with an International Student Adviser in Student and Academic Services, as a suspension of studies may result in their visa being cancelled and the student may be required to return to their home country.

1.5 Attendance Recording Stages

Timetabled sessions are monitored over a seven calendar day period from Monday to Sunday.

Attendance percentages are calculated based on the number of events that have been timetabled in the seven calendar day period for each individual student, and attendance at those sessions only. Sessions that have yet to take place or are rescheduled for any reason will not appear in the calculation.

1.5.1 Stage 1 Engagement

Students who have been absent from all scheduled teaching events falling within a seven calendar day period will be contacted by email, reminded of the expectation to attend timetabled teaching sessions, and signposted to sources of support.

1.5.2 Stage 2 Engagement

Students who have been absent from all scheduled teaching events falling within a fourteen calendar day period, will be contacted by email and asked to contact their personal tutor or School Support team to discuss the reasons for non-attendance and they will also be offered appropriate support where required..

1.5.3 Actions resulting from low attendance

Individual student attendance records may be used by the Board of Examiners as indicators of engagement with their programme of study.

Students who fail to engage with Stage 2 of this policy and/or whose attendance continues to cause concern may be required to attend a meeting with the relevant Associate Dean in their School to discuss the situation. **Failure to attend this meeting may result in a student being withdrawn from their programme.**

1.5.4 Higher Attendance Requirements

Some programmes have stricter attendance requirements and the timelines for managing non-attendance are shorter. The processes for managing non-attendance on these programmes will be communicated to students by Schools in the programme handbooks and/or related programme literature.

1.5.5 Student Loan Company requirements on-attendance

The University is required by the Student Loans Company (SLC) to confirm a student's ongoing attendance at the University. For the purpose of this agreement attendance on a course means active and on-going engagement with the activities and learning opportunities made available by the University within the course duration, including, but not limited to, scheduled learning and teaching activities. Therefore, students whose attendance does not meet this criteria and causes serious concern, as outlined in 1.5.3 and are withdrawn from the programme may be reported to the SLC as not being in attendance. This may lead to financial support being reduced or suspended and may lead to students having to repay monies that they have already received.

1.5.6 Reporting Withdrawals

Students that are withdrawn for non-attendance, or who decide to withdraw themselves, will be reported, as appropriate, to the SLC, the UKVI, and other statutory bodies where relevant.

1.5.7 Accuracy of Attendance Data

Students who believe their attendance data is incorrect should contact the Hub. The system will not normally be amended without specific verifiable evidence but the notification from the student will be visible to show that the data is disputed.

1.6 Related regulations, policies and procedures

Students are reminded that in accepting Aston University's Terms and Conditions at enrolment, they are agreeing to abide by the General Regulations and associated policies.