



Undergraduate Student Attendance Policy and Procedure

1. INTRODUCTION

This policy brings together and formalises in one document existing practice relating to student attendance at Norland.

1.1 Purpose

The purpose of the policy is to provide clarity for students and staff on matters relating to student attendance and to provide a framework in which the value of students' attendance is recognised and encouraged.

Norland is committed to providing a supportive learning environment which enables all students who have chosen to study at Norland to achieve their full potential. Norland recognises the investment that students make when they enrol on a course and believes that, as a responsible institution, it has a duty to monitor attendance, and to act on non-attendance, so that students can be supported to complete their programme of study.

Norland also recognises the importance of professionalism and reliability in those who work with young children and their families. Attendance at lectures and talks at Norland is a reflection of that professionalism and reliability.

1.2 Scope

This policy applies to all campus based undergraduate and diploma programmes only.

2. POLICY

Attendance is a key component in student continuation, achievement, progression, and employability. Regular attendance and academic achievement are closely linked. Students who actively participate in their learning by attending lectures and value-added activities regularly are likely to: enjoy a rewarding experience in which knowledge, skills and abilities are developed; successfully complete their course; and achieve better results.

Norland expects students to attend all learning and teaching sessions associated with the course on which they are enrolled. The learning and teaching methods for each course and component modules are set out in the course handbook. Examples of learning and teaching sessions include (but are not confined to): lectures, seminars, tutorials, workshops, practical sessions, professional placements, field trips and visits.

Students are expected to achieve a minimum of 85% attendance in each academic year at Norland and the overall average rate of their attendance will be printed onto their Norland Diploma transcripts.

Students should arrive on time for classes and remain for the duration of the lecture. Late arrival at, and early departure from, lectures is disruptive, discourteous, unprofessional and unfair to peers and lecturers.



Students are part of the Norland academic community and as such are expected to contribute to their fellow students' learning experience; this is particularly the case when engaging in assessed group work where non-attendance can impact adversely on others' experience and success.

Unsatisfactory attendance includes failure to attend regularly learning and teaching sessions without providing a satisfactory reason for absence and/or persistent late arrival at, or early departure from, learning and teaching sessions.

Expectations for attendance also apply to the value-added curriculum, including guest speakers and off-site activity such as visits or trips.

Absences fall into 2 categories, authorised absence and unauthorised absence. Authorised absences are not penalised and will not affect a student's overall average attendance rate. Authorised absence will only be granted to students who need to be away from their studies for reasons beyond their control. Reasons for authorised absence can include:

- Medical appointment/ill health where the student has notified Norland of their absence at the earliest opportunity;
- Death or serious illness of a family member;
- Genuine family emergency;
- Attendance at interview panels for Norland;
- Representing Norland at marketing/PR events;
- Closure of the placement where the student's presence is not required.

An authorised absence may be requested from the Vice Principal, Head of Learning, Teaching and Research (VPHoLTR) or, in their absence, the Deputy Head of Learning and Teaching (DHoLT). Requests must be by email and should include details of the reasons for absence. The request will only be granted if the VPHoLTR or the DHoLT are satisfied that the absence is beyond the student's control and students will be notified of the decision by email. If the request is not granted and the student is absent, it will be marked as an unauthorised absence. Regarding professional placements, students may choose to self-certify up to 4 days total per placement for reasons either of ill health or authorised absence as approved by the VPHoLTR. These must be reported to eac@norland.ac.uk and absence@norland.ac.uk.

Unauthorised absences will be included in the student's overall absence rate. Examples of unauthorised absences include:

- Term-time holidays;
- Minor colds/seasonal illnesses;
- Any reason that is within the student's control;
- Absence for any reason where the student has not notified Norland at the earliest opportunity.
- Absence following a request for authorised absence which was not granted.

Attendance is monitored and students will receive termly emails informing them of their average attendance rate. Where this falls below 85%, a Cause for Action will be raised. Please see the Cause for Action procedure [here](#) for further details.



For Student visa holders, the above conditions apply, in addition to the below:

- If a Student visa holder misses ten consecutive expected 'contact points' (examples of expected contacts include attending lectures, lessons, tutorials and seminars, tests or examinations, arranged meetings with personal tutors or supervisors, appointments with welfare advisors or international student advisors, expected submissions of assessed or unassessed coursework, interim dissertations, coursework or reports, and annual registration and re-registration) we are obliged as sponsor licence holders to report this to UKVI, which could result in the curtailment of your visa and its associated privileges. This is in accordance with the Student Sponsor Guidance issued by the Home Office.

3. ROLES AND RESPONSIBILITIES

Students are responsible for:

1. Attending all learning and teaching sessions associated with their course;
2. Registering at each session, using the card reader in each lecture room or by signing an attendance sheet (where the card reader is unavailable);
3. Notifying Norland in advance (by emailing absence@norland.ac.uk) that they expect to be absent from timetabled classes or placement;
4. Obtaining prior permission (in person, by email, by telephone) from the Vice Principal, Head of Learning, Teaching and Research for planned absences of two or more days during term time;
5. Notifying absence@norland.ac.uk in respect of unplanned or unforeseen absences from lectures or placement and, if requested by their tutor, providing a medical certificate or other corroborating evidence to explain their absence.

Academic staff are responsible for:

1. Reminding students of the importance of regular attendance at learning and teaching sessions;
2. Signposting 'at risk' students to the support services available to them within Norland, including counselling, welfare and financial advice, disability support, and study support;
3. Taking appropriate action in the cases of unsatisfactory attendance;
4. Regular reviews of students' progress on their course, including attendance, completion of assessment requirements and academic achievement. Appropriate action is taken either to help students achieve their academic aims or, where students are failing to engage with the course, advising them to seek alternative career paths.

[NB: The table below should be completed by the document owner and attached to every Policy Document.]

Document Control Information	
Policy title:	Undergraduate Student Attendance Policy and Procedure



Summary description:	This policy stipulates attendance requirements for undergraduate students at Norland
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