



## Attendance Policy

### Introduction

This policy sets out the principles, policies and procedures relating to student attendance at teaching and learning activities at the School.

### Scope

This policy applies to all registered students of the School. Student visa holders who are registered on a programme at LIS should also consult the LIS Engagement Policy.

### Related policies

This Policy should be read in conjunction with the School's [General Academic Regulations](#), notably its [Academic Framework](#), [Academic Progress Policy](#), [Academic Appeals Procedure](#), [Examinations and Assessments Regulations and Procedures for Students](#), its [Deferral, Extension and Extenuating Circumstances Policy and Procedure](#), and its Engagement Policy. It should also be read in conjunction with the School's [Data Protection and Retention Policies](#), its [Disability Policy](#), and the [Student Code of Conduct and Disciplinary Procedure](#).

### Contact points

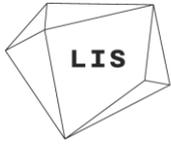
A contact point is defined as: (i) a teaching session set out in the LIS module forms; (ii) an assessment.

### Principles

Students are expected to maintain a good attendance to their course. As is set out in the [Student Code of Conduct and Disciplinary Procedure](#), students are expected to be punctual in attending all teaching and learning activities; where a student is likely to be absent or delayed for an activity that they are expected to attend, they are expected to inform the relevant teaching staff in good time.

The School's minimum attendance requirement is 80% of teaching and learning events. This will be measured on a weekly basis during term time.

Attendance of less than 80% per week, or regular or extended periods of absence in relation to LIS teaching and learning activities (i.e., three or more consecutively missed contact points) will be investigated by the student's academic tutor.



If the School identifies that a student is struggling with their studies, their academic tutor will work with the relevant learning staff student support services to put in place a plan to support the student in question, as per the School's Academic Progress Policy.

Where a student has failed to meet attendance requirements for LIS teaching and learning activities and is unable to provide a reasonable explanation for their absence (for example illness, supported by a note from a qualified medical practitioner) under the provisions of the Academic Progress Policy, the School may issue a warning, or in more serious cases, decide to terminate that student's registration.

## **Policies**

The minimum attendance requirement is 80% of teaching and learning events. Students must meet LIS's minimum attendance requirements during designated teaching and assessment weeks, which are listed on the School website and in the Student Handbook. Outside of these dates, there is no requirement for students to be present on campus or to apply for authorised absence.

Internships brokered by the School are not compulsory, and therefore are not included under this Policy.

Student attendance of School teaching and learning activities will be monitored by teaching staff via the attendance monitoring system. A School administrator will record this attendance data in the Student Record System. Students attendance will be monitored by the Student Support and Faculty teams.

If a student experiences a significant period of ill-health (more than six consecutive contact points) or there are other reasons why they may not attend classes or assessments, they should inform the Extenuating Circumstances Panel as soon as possible ([extenuatingcircumstances@t-lis.org](mailto:extenuatingcircumstances@t-lis.org)) enclosing evidence from a qualified medical practitioner. The Extenuating Circumstances Panel will work with the Director of Teaching and Learning or their nominee to determine any additional support required for the student to ensure that they are up to speed when they return to their studies, and may advise the student's academic tutor to agree a Learning Plan with the student in question. Further detail on Learning Plans and additional support provided to those with poor attendance is set out in the School's Academic Progress Policy.

Where a student is unable to provide a reasonable explanation for an absence that either lasts for six consecutive contact points or longer during LIS teaching and learning, and/or results in them missing a coursework deadline or assessment date, they will be subject, as appropriate, to the provisions of the Academic Progress Policy.



Where students are unable to provide a reasonable explanation for their absence, the School may issue a warning, or in more serious cases, decide to terminate that student's registration.

In line with the LIS Engagement Policy, where a sponsored student misses 15 consecutive contact points, the Registrar will inform the Home Office via the Sponsor Management System, in accordance with the Home Office Compliance Policy.

A student, either home or international, may be presumed to have withdrawn and terminated their registration if they are absent from a term without prior approval for a period of 15 working days.

### **Designated onsite days**

All students are required to attend designated onsite days. These days will be released at the beginning of each term.

A student who has a legitimate reason to attend a session online but not in person (e.g. for health reasons), may email the Faculty Manager at [attendance@lis.ac.uk](mailto:attendance@lis.ac.uk) to request an online link.

A student who does not provide a legitimate reason to the Faculty Manager will be marked as not attending.

### **Use of cameras during online sessions**

During all online sessions, students are required to switch on their cameras for the duration of the session.

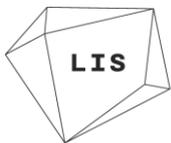
A student can seek an exception to this rule (e.g. due to low bandwidth or for health reasons) by emailing the Faculty Manager ([attendance@lis.ac.uk](mailto:attendance@lis.ac.uk)) and requesting permission to have their cameras turned off.

Should there be insufficient time for a student to contact the student support team they may email the lecturer prior to the session to request permission to switch their cameras off. A lecturer may grant permission at their discretion.

A student who does not have permission from the Faculty Manager or their tutor to switch off their camera will be marked as not attending and may be asked to leave an online session.

### **Deferral and Extension Procedures**

The School recognises that students may suffer from a sudden illness, or other serious or unforeseen event or set of circumstances, which adversely affects their ability to complete an assessment. Where, because of illness or other good cause, a student is prevented from attending, completing or



submitting a formal assessment within the deadline, they may apply for a deferral or extension under the [Deferral, Extension and Extenuating Circumstances Procedure](#).

Students with active learning contracts, established in line with the School's [Disability Policy](#), can negotiate extensions to coursework in certain circumstances where the Student Support Department and the Director of Teaching and Learning are satisfied that such an agreement does not place the student at an unfair advantage nor compromises academic standards. Further information can be found in the School's [Examinations and Assessments Regulations and Procedures for Students](#) and its [Disability Policy](#).

### Authorised absences

Students will be able to apply for authorised leaves of absence through a monitored log held by the Head of Student Support.

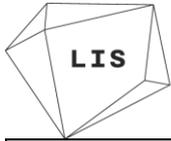
### Data

All data relating to student attendance will be kept securely in line with [General Data Protection Regulation](#), the School's [Data Protection Policy](#) and the School's [Data Retention Policy](#) and [Detailed Data Retention Schedule](#).

### Monitoring and Review

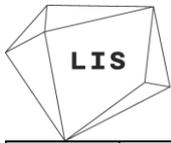
This Policy shall be reviewed on an annual basis by the Director of Teaching and Learning and any changes authorised by the Academic Council.

<b>Name of policy/procedure:</b>	<b>Attendance Policy</b>
<b>Document owner:</b>	Hannah Kohler, Director of Admissions and Student Support
<b>Date Originally Created:</b>	02/2019
<b>Last reviewed:</b>	07/2021
<b>Reviewed by:</b>	Prof. Chris Maguire (Registrar), Marielle Van Der Meer (Director of Careers and Networks), Prof. Carl Gombrich (Director of Teaching and Learning)
<b>Audited by:</b>	Academic Council

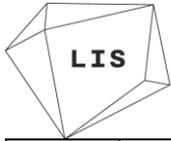


<b>Date of Audit:</b>	12/2019, 03/2020 (approved)
<b>Date of next review:</b>  (annually unless otherwise agreed)	
<b>Related documents:</b>  (eg associated forms, underpinning processes, related policies or overarching policies)	<p>General Academic Regulations, notably:</p> <ul style="list-style-type: none"> <li>• Academic Framework</li> <li>• Examinations and Assessments Regulations and Procedures for Students</li> <li>• Academic Progress Policy</li> <li>• Academic Appeals Procedure</li> <li>• Deferral, Extension, and Extenuating Circumstances Policy and Procedure</li> </ul> <p>Student Code of Conduct and Disciplinary Procedure</p> <p>Disability Policy</p> <p>Student Internships Handbook</p> <p>Data Protection Policy</p> <p>Data Retention Policy</p> <p>Detailed Data Retention Schedule</p> <p>Engagement Policy</p> <p>Home Office Compliance Policy</p>

Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support)	20/02/2019	Original draft



2	Hannah Kohler (Director of Admissions and Student Support)	09/06/2019	Removed reference to international students; specified level of attendance required to the programme; included provision of students being unable or unwilling to disclose mitigating circumstances to allow for reasonable adjustments; included reference to how attendance data is recorded and stored; included reference to treatment of attendance data in line with GDPR, Data Protection Policy and Data Retention Schedule
3	Chris Maguire (Registrar)	17/06/2019	Refined distinction between principles and policies
4	Hannah Kohler (Director of Admissions and Student Support)	10/08/2019	Clarified accountabilities for review of policy and authorisation of changes
5	Hannah Kohler (Director of Admissions and Student Support)	11/08/2019	Removed reference to students with attendance under 80% not being eligible for summative assessment – non-attendance without reasonable explanation dealt with under provisions of Academic Progress Policy. Clarified position on attendance in relation to internships. Clarified and summarised approaches for deferrals and extensions, and linked to academic policies.
6	Marielle Van Der Meer (Director of Careers and Networks)	12/08/2019	Clarification on stance in relation to internships
7	Prof. Carl Gombrich (Director of Teaching and learning)	14/09/2019	Minor wording changes
8	Academic Council	18/12/2019	Requires review as part of overall review of general academic regulations given decision to pursue NDAPs
9	Hannah Kohler (Director of Admissions and Student Support)	13/02/2020	Updated policy links
10	Academic Council	16/03/2020	Approved, suggested change of wording from “internships organised by the School” to “brokered by the School”
11	Hannah Kohler, Director of Strategy & Special Projects	26/07/2021	Included “contact points” and “authorised absences” to bring in line with Engagement Policy



12	Michael Englard (Registrar)	19/10/2021	Inclusion of "on campus" and "use of cameras" sections.  Change of contact points to align with "Engagement Policy".
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