GOLDSMITHS
University of London

Student Attendance Policy

1. Introduction

1.1   This policy applies to all students enrolled on a taught programme at Goldsmiths and supports the College's regulations on Attendance and Progress: General Regulations: 7. Attendance and Progress.

1.2   In recognition of the different modes of study in operation across the College, as well as the divergent nature of programme delivery across distinct discipline and subject areas, this policy is intended to guide and support Departments and the institution in monitoring and reviewing student attendance.

1.3   The Student Attendance Policy is intended to be supportive rather than punitive and seeks to enable the College to discharge its duties effectively in supporting students' wellbeing, academic progress and achievement of learning outcomes.

1.4   Recording, monitoring and reviewing attendance is a crucial mechanism in identifying students that might be experiencing difficulties in their lives and with their academic work. A robust attendance policy should enable early identification of students who might be experiencing challenges or difficulties, and will allow for early intervention to support these students.

1.5   Early identification and intervention will enable the Department and institution to offer and provide appropriate academic and pastoral support to students, as well as to identify when sources of support outside of the Department might also be required.

2. Rationale for monitoring student attendance

2.1   The College has a responsibility to ensure that students are provided with learning opportunities that enable them to meet programme learning outcomes. Monitoring student attendance allows Departments, and the College as a whole, to identify when students might be struggling, or in need of additional support with their studies.

2.2   The College seeks to ensure that students are safe, well and engaged with their university experience. Monitoring student attendance allows the College to identify students who may need support.

2.3   The College also has regulatory responsibilities to monitor attendance for all students and has additional obligations to monitor the attendance of international students especially those studying with a Tier 4 student visa.

3. Attendance expectations

3.1   Students are expected to attend College on all days prescribed in their timetables. This expectation of student attendance is detailed in General Regulations: 7. Attendance and Progress.

3.2   Students are expected to be active partners in their own learning and to demonstrate this through engagement with learning opportunities and attendance at scheduled teaching and learning sessions.

3.3   Departments are responsible for highlighting the College's attendance expectation to students and for publishing programme-specific attendance requirements. These requirements should be made clear within Programme Handbooks and reiterated to students during induction sessions at the beginning of each new academic year.

3.4   Departments should clearly identify attendance monitoring contact points throughout the course of the academic year and ensure that students are made aware of these, as well as the consequences of non-attendance.

3.5   The expectation that students should attend all scheduled sessions and that this attendance should be monitored will also be applied to those students who take part in Study Abroad, Exchange and Placements programmes.

4. Recording attendance at Departmental level

4.1   Departments should routinely record student attendance at each formalised contact point. These points include:

- o Seminars
- o Tutorials
- o Formal studio and workshops sessions
- o Scheduled meetings with tutors

4.2   The College acknowledges that certain programmes may have specific attendance requirements, particularly where programmes are accredited by Professional, Statutory and Regulatory Bodies (PSRBs). For this reason, it is essential that all Departments clearly publicise attendance requirements for all programmes and ensure that these meet the attendance expectation of the College.

4.3   Where students study on joint honours programmes, the home Department should take responsibility for monitoring overall attendance. The Programme Coordinator must ensure a robust mechanism is in place to share and exchange attendance data across the Departments involved in programme delivery.

4.4   It is at the discretion of Departments as to how attendance is recorded. This can be carried out through automated sign in systems such as Registermate or through paper registers taken at lectures and seminars.

4.5   All attendance data recorded by Departments should be reported into the College, through Registry, on a weekly basis.

5. Recording attendance at College level

5.1   Student attendance data will be collated and stored by the College's Registry Services team.

5.2   The data will be used to identify students who are not engaging with their learning and teaching experience.

5.3   The data will be maintained to meet current and future UK Visas and Immigration (UKVI) requirements.[1]

6. Absences

6.1   The College's regulations on Attendance and Progress: [General Regulations: 7. Attendance and Progress](#) details authorised and unauthorised absence.

7. Reviewing student attendance

7.1   Departments should ensure they have a robust process in place to monitor and review attendance data and to follow-up on non-attendance.

7.2   Where a student has not attended consistently for a period of one week or more without contacting the department then this should be flagged for follow up with the student.

8. Potential consequences of unsatisfactory attendance

8.1   The College operates a probation procedure for students identified as having unsatisfactory attendance.

8.2   Where a student's attendance is deemed to be unacceptable and without good cause, the Head of Department can place the student on probation.

8.3   Probation is a period of 4 weeks during which the student's attendance will continue to be monitored.

8.4   If the student's attendance does not improve then the College is able to terminate the enrolment of the student.

8.5   The decision to terminate a student's enrolment is not taken lightly. This decision is made by the Academic Progress Committee.

8.6   Further information on managing academic progress relating to non-attendance can be viewed on Goldmine: goldmine.gold.ac.uk/AdviceInformation/Pages/Guidance-for-referring-students-to-Academic-Progress-Committee.aspx.

9. Sources of support

9.1   Non-attendance can be caused by a range of factors. It is important that the reason(s) for non-attendance are identified and that appropriate support plans are put in place.

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[1] (UKVI is part of the UK Government, and is responsible for implementing and enforcing the UK's immigration rules. They have regulatory powers in relation to those sponsoring individuals for a particular visa, for example universities sponsoring a student's visa).

9.2 Departments should make effective use of the Personal Tutoring system to ensure compliance with attendance requirements. Students should be encouraged to contact their personal tutors or Senior Tutor if they are experiencing problems during the course of their studies.

9.3 The College provides a wide range of student support services ranging from financial advice to wellbeing and counselling support. Where student non-attendance is identified as a concern, and interrogation of this identifies that this is due to personal issues, Departments should signpost students to the relevant support services.

9.4 The College also provides an Immigration Advisory Service to whom international students who are identified as struggling can be directed.