

ULSTER UNIVERSITY

Paper No CPF/18/24

COLLABORATIVE PARTNERSHIPS FORUM  
3 October 2018

Agenda Item 11

REVIEW OF ABSENCE/ATTENDANCE POLICY AND PROTOCOLS

To consider a paper on the review of absence/attendance policy and protocols.

**ACTION**

For discussion.

Ulster Protocol	Belfast Met	CAFRE	NRC	NWRC	SERC	SRC	SWC
	Long policy - student friendly version? Some agreement with Ulster. Points of note are recorded below.	Quite a short policy but some agreement with Ulster. Points of note are recorded below.	Policy seems difficult to read – student friendly version? Some agreement with Ulster. Points noted below.	‘Full-Time’ guidance only available. Only 10 points detailed in Policy. See below.	In some areas Policy reflects Ulster but areas exist where clarity and further information is needed.	Student Handbook provided and index mentions Policy but not found.	Some elements reflective of Ulster but considerable clarity on timescales and associated actions need to be made.
<b>Absence Policy?</b>	Yes	Yes	Yes	Unclear	Yes	Not viewed	Yes
<b>Process for Notification of Absence [authorised]?</b>	Yes	Yes	Yes	Yes	Yes	Unable to comment	Unclear
<b>Process for monitoring of absence?</b> <ul style="list-style-type: none"> <li>Register for each session [small groups]?</li> <li>Self-reporting mechanism by students?</li> <li>Random sample of attendance [if required for large groups]</li> </ul>	Yes - Register  Phone system for self – reporting at exam time.  N/A	Yes – A process of electronic attendance for all scheduled activities.  N/A	Yes - A process of electronic attendance for all scheduled activities.  N/A	No mention made.	Yes - a process of electronic attendance is noted.  Differentiation between authorised and non-authorised with list.	Unable to comment	Yes - a process of electronic attendance is noted.
<b>Action in Respect of Absence?</b>	An alert is noted at 15% absence and this is	3 days absence is an alert point leading to	After 4/52 Pastoral Tutor informs ‘MIS’ by	Minimum 80% attendance is required. A clear	Minimum 80% attendance is required. A clear	Minimum 90% attendance is required. A clear	Note could be made that attendance

<ul style="list-style-type: none"> <li>• Module Co-ordinator informs Course Director if student is absent 3/52 or more?</li> <li>• If EC is present, is appropriate student support provided?</li> <li>• If student is absent for 4/52 or more without due cause they are advised in writing that they are deemed withdrawn?</li> <li>• Mechanism for student to correct factual error or present EC?</li> </ul> <p>Absence of &lt;4/52</p> <ul style="list-style-type: none"> <li>• Unauthorised absence students can</li> </ul>	<p>broadly equivalent. However the period of response might need reviewed as it extends in the first instance to 1/12 after which the student receives a final warning. If attendance is poor for a further 2/52 the student may be withdrawn. This is out-with Ulster's protocol. Mention is made of attendance requirements at year end with associated actions if below 80% - progression not permitted. Is this implemented? Mention is made of consequences of non-attendance for 4/52 or more. A</p>	<p>interview by programme manager / year manager.</p> <p>5 days absence leads to interview with a Progress Committee chaired by Progress Manager.</p> <p>Students absent for 10 days with no cause are deemed withdrawn unless satisfactory evince provided.</p> <p>CAFRE have a Student Support Officer but this is not mentioned in the Policy.</p>	<p>email. With unauthorised emphasis is made that it is the entire team's responsibility to keep Pastoral Tutor informed. Trigger points up to this time could be more clearly elaborated.</p>	<p>statement needs made that 100% is expected.</p> <p>The document provided was more a list of principles rather than detailed actions, although mention is made of absence of 4/52 weeks leading to withdrawal.</p> <p><u>It would be important to know if this was the only policy and if so then considerable work needs undertaken to reflect Ulster's time-limits and actions.</u></p>	<p>statement needs made that 100% is expected.</p> <p>Students absent 4/52 without cause are deemed withdrawn and sponsor notified.</p> <p>No trigger points up to the 4/52 limit are noted and this should be addressed as per Ulster Protocol.</p> <p>However, mention is made of an 'SOP' and this is where the trigger points may exist. If so, these points should be also evident in the Attendance Policy as well as the SOP.</p>	<p>statement needs made that 100% is expected.</p>	<p>expectation is 100%. It is noted that attendance below 90% triggers an attendance tutorial [meeting 1] with tutor and discussions and actions noted.</p> <p>Second meeting / third meetings [with HOD informed and written warning issued] are mentioned but the timescales and actions need to be made more explicit.</p>
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<p>be sanctioned under Reg 6 with fine/reprimand etc.?</p> <ul style="list-style-type: none"> <li>• After 2/52 Mod Co-ordinator informs CD of absence?</li> <li>• CD advises Head of School who calls student for disciplinary meeting in Week 3?</li> </ul>	<p>support process is articulated.</p> <p>Mention made of 'reasonable adjustments' re attendance. Appears no explicit mention of correction of error.</p>						
<p><b>Appeals process available?</b></p>	<p>Yes</p>	<p>No explicit mention</p>	<p>'Complaints procedure' Yes</p>	<p>Yes</p>	<p>Yes</p>	<p>Unable to comment</p>	<p>No</p>