



## **Attendance monitoring – policy, guidance and examples of good practice for schools**

This document aims to provide schools with guidance on attendance monitoring and absence reporting for all students. Monitoring of attendance is recognised as an important element in supporting both student retention and performance and has been a University requirement for many years. In addition, the document includes information on the requirements of the UK Border Agency (UKBA) under the Points Based System applicable to international students. Schools have now the opportunity (since September 2009) to use a centrally developed system to monitor all students' absence in an auditable way, reporting students who are absent without authorisation for a prolonged period in line with the Unsatisfactory Student Procedure. Details of this are provided in Appendix 4.

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## 1. Introduction

Monitoring of attendance is recognised as an important element in supporting both student retention and performance. Regular and appropriate attendance has been a University requirement for many years as stipulated in the Curricular Ordinances and Regulations<sup>1</sup> <http://www.leeds.ac.uk/calendar/ordinances.htm> For taught students, failure to attend and/or absence without permission can result in serious consequences for the student through the Unsatisfactory Student Procedure. The Graduate Board has arrangements in place for research students. Many schools have in place effective methods for monitoring unauthorised absence. However, since September 2009 all schools are being supported in monitoring students' attendance in an auditable way.

The University responds to the requirements of the Home Office's Points Based System, whereby it is required to report international students who fail to fully register when expected or who are absent for a prolonged period without authorisation, as supplementary to the normal monitoring of the attendance of all our students (both home/EU and international).

The following policy, guidance and accompanying examples of good practice are intended to give staff greater clarity in relation to the University's expectations of an effective attendance monitoring process and to provide a co-ordinated response to the UKBA's reporting requirements.

## 2. Taught students

### 2.1 Policy

1. The attendance of all taught students must be monitored by the parent school on average weekly throughout each semester. The monitored attendance sessions must include personal tutorials. The occasions on which attendance should be monitored should be those where it is feasible to do so and where individual students can be identified e.g. tutorials, practical classes, lab sessions, handing in of coursework. It is anticipated that the records maintained by schools will highlight absence rather than attendance.
2. Schools must have in place procedures for contacting students who have failed to attend on two consecutive monitored attendance sessions without authorisation (details of this are provided in section 2.2) or where there is a pattern of absence which is affecting the student's work or causing concerns for the student's wellbeing. These procedures should involve the Head of School/Director of Learning and Teaching as appropriate and be clearly stated in the school handbooks or on the web site.
3. Failure to attend on five consecutive monitored attendance sessions without authorisation should be considered, at the school's discretion, as part of the presumed withdrawn or leavers' process, or the Unsatisfactory Student Procedure.
4. The monitoring of attendance at electives and modules taken outside the parent school must be undertaken systematically by the teaching school on at least three occasions and any absences without authorisation reported to the parent school for investigation.

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<sup>1</sup> See ordinance IX p6, section 7; ordinance X p2, section 5; ordinance XI p4, section 5

## 2.2 Guidance

The following guidance is intended to provide schools with an aide-memoire to attendance monitoring and absence reporting for undergraduate and taught postgraduate students.

- i) Details of the school's approach to attendance monitoring should be detailed in the School Student Handbook. An example of this is provided in Appendix 3.
- ii) Each school must have a policy in place to manage the escalation process in the event that persistent absence occurs. This should ultimately include the Head of School. (See section 5 for examples.)
- iii) All students' attendance must be monitored across all years and a standard, fair and auditable approach taken to ensure equity of treatment. On request, students are entitled to see the information held in relation to their absence record.
- iv) Academic staff have a responsibility to ensure that absence is reported to school offices in a timely and efficient manner, to facilitate appropriate follow up procedures.
- v) Absence from examinations is covered by the University's policy on mitigating circumstances, which can be found at <http://www.leeds.ac.uk/qmeu/tsg/9exams.htm#illness>
- vi) In cases where students may be away from the University as part of their degree programme (eg work placement, distance learners, students with extensions for study, project research, study abroad), the following points of contact are viewed as acceptable:
  - Emails and phone calls to and from the school office/personal tutor/work placement co-ordinator/study abroad co-ordinator
  - Electronic submission of work
- vii) The University's definition of authorised absence is as follows:

In the event that a student is ill and unable to attend University, if the absence is for less than 5 days, the online absence notification form should be completed. This form is accessible within the student services web pages via the "students services and admin tab" within the Portal (<http://portal.leeds.ac.uk>). Alternatively, a self certification form should be completed and emailed/handed into the school administrative office. If the student is away ill for more than 5 days, a doctor's medical certificate should be provided to the administrative office.

For any other class absences, students must notify their school administrative office, in advance if possible or as soon as practical afterwards. Acceptable reasons for absence to be authorised include health problems, bereavement and serious personal difficulties. Traffic delays, attending family celebrations, paid employment or extra-curricular sports activities are normally regarded as unauthorised absence.
- viii) Designated staff should have attendance monitoring as an integral part of their role to establish a routine approach and better understanding of the issues.
- ix) Schools should identify a named contact at UG/PGT level who will be responsible for configuring the centrally provided monitoring system to their local requirements. Members of the web development team will be visiting schools during July to gather this information as part of their demonstration of the system.
- x) It is suggested that small teaching groups are easier to monitor than larger ones, so lectures may not always be the appropriate contact point to identify, unless the school wishes to do so. See section 2.3 for more details.
- xi) A central system has been developed to facilitate the attendance monitoring process and to meet the UK requirements of the UKBA.
- xii) The centrally provided monitoring system facilitates the recording of absence, both authorised and unauthorised, for agreed contact points for all students. The ability to report absence for various periods, facilitates the pastoral support of students, and provides a basis for meeting the legal requirements of the UKBA. Where schools have their own system which they decide to maintain, the same level of monitoring capability must be in place.
- xiii) Notification to Student Administration of student leavers, presumed withdrawn etc. must be made when a student has failed to be in attendance for 4 weeks or more and the

school has tried to contact the student on at least 2 occasions. (see section 2.4 for more details).

### Benefits of effective attendance monitoring

- First year students are known to be more likely to leave university prematurely and a proactive approach to attendance and subsequent pastoral care has been demonstrated to support improved retention and student well being.
- The recording is an essential part of the process but it is in the follow up that the value is added, by identifying a student with an issue and helping to resolve it.
- In the event of disciplinary action, appeals, mitigating circumstances etc. the accurate recording of absence information can be useful.
- It has been demonstrated to enhance and facilitate group dynamics in tutorial sessions.
- It encourages a better student experience due to staff being made more aware of pastoral and welfare issues.
- It can help increase student focus and engagement with their programme of study.
- A systematic approach to monitoring in year 1 fosters a culture of attendance in subsequent years.
- It helps students to build work patterns appropriate for their time after university.

### 2.3 Nomination of teaching activities

1. Schools are asked to agree which teaching activities they wish to monitor attendance for. Directors of Learning and Teaching are asked to ensure these are specified for the start of a new academic year.
2. Where practicable, schools are advised to select teaching activities as their primary monitoring events, and encouraged to monitor smaller group activities, rather than large lectures for accuracy of information. However, where this practice already exists, eg in the case of core modules, schools are not expected to displace this activity.
3. An example approach being adopted by Biological Sciences for its undergraduate students is provided for information:

#### **Level 1**

Attendance will be monitored at all practicals, academic and personal tutorials, and some lectures

#### **Level 2**

i) Each programme leader will identify a number of suitable contact points within compulsory modules (e.g. seminars, practicals, lectures)

ii) Registers will be taken at induction, personal tutorials, in-course examinations

iii) For all students a combination of the above points will be used to document 10 contact points per term

#### **Level 3**

The above process will be repeated for level 3 students, but for the project-based term, the weekly contact will come from supervision meetings with the final year project supervisor.

4. The following activities are provided as examples of the types of events that schools might choose to monitor, both in terms of ensuring academic progress and meeting our obligations for absence reporting.

<b>Activity</b>	<b>Approximate Frequency of Events</b>
<b>Teaching activities</b>	
Personal tutor meetings*	Minimum 2 pa
Tutorial group sessions	Weekly

Seminars	Weekly
Lab sessions	Weekly
<b>Non-teaching activities</b>	
School pre-enrolment meetings (for level 2 upwards)	1 pa
School induction meetings for new students and returners	1-2 pa
English Language Test and training courses	Minimum 1pa
Other ad-hoc activities to be determined at School level eg submission of course-work	variable

\* Where students are on fieldwork or away from Leeds as part of any research or course-related activity for projects/dissertations, these contacts may take place by other means (eg telephone, email)

## **2.4 Processes**

### **2.4.1 Failure to register, including obtaining the Leeds Student ID Card**

Student Administration's monitoring requirements will continue to incorporate already established registration follow up procedures. This includes email warnings to schools and students where registration status is still EL (eligible to register) 8 weeks after eligibility to register has commenced (and approximately 2 weeks after the course was due to start), informing schools and students that there is a further 2 weeks in which to register before holds are placed on records.

Failure to register during the 2 weeks when holds have been applied will lead to students being made permanently withdrawn and schools and UKBA, where appropriate and after a final 'audit' check, will be informed accordingly (this is approximately 12 weeks from when eligibility to register has commenced and approximately 6 weeks after the course was due to start).

The same process (minus applying holds to the record) and timescales as described above will apply to students who have a registration status of RE (registered) but who have failed to have their photographic ID checked and student ID card produced, as this is an essential and integral part of the registration process.

Deadlines for registration and ID cards are provided in Appendix 1.

### **2.4.2 Presumed withdrawn**

There are currently two scenarios in which a student may be made presumed permanently withdrawn. The first relates to students who are currently registered but where the school has indicated to us that they have failed to be in attendance for 4 weeks or more. In this situation the school must have attempted to contact the student concerned on at least 2 occasions in writing before asking Taught Student Administration (TSA) to instigate the presumed permanently withdrawn process. This involves Banner being updated to reflect that the student has now been permanently withdrawn from the University with immediate effect and communicating this information to the student concerned.

The second scenario relates to students who were on temporary leave and have failed to return by their expected return date. TSA run monthly ODBC queries and an Argos report in order to extract a list of students expected to return each month. This report is then emailed out to all schools concerned. The school is then given a deadline within which they must contact the students and notify the outcome to TSA. Failure to respond will result in the student being made permanently withdrawn from the University and also in communicating this information to the student concerned.

### **2.4.3 Leavers**

Where a student is identified as a leaver by the school, a Leavers Form (see [http://www.maths.leeds.ac.uk/school/students/Leavers\\_Form.pdf](http://www.maths.leeds.ac.uk/school/students/Leavers_Form.pdf)) should be completed by the student and school and returned immediately to Operations, TSA together with the student ID card. In the case of international students who are present under Tier 4 of the UKBA visa system, a report will be submitted to UKBA by TSA.

### **2.4.4 Unsatisfactory Students Procedure**

This procedure is applied to students whose work, progress or attendance is unsatisfactory. It does not apply to examination failure. This is dealt with by the Referred Students Procedure as part of the progression exercise.

Any student whose work (including failure to submit work on time), attendance or progress is deemed to be unsatisfactory by the school will be warned at an early stage by the Head of the Parent School. Initially this may be informal but if there is no immediate improvement or no satisfactory explanation from the student, the Head of School may apply the following procedure:

- Where the Head of School judges the case to be sufficiently serious they will issue a First Formal Written Warning
- If there is no improvement in the student's work/attendance/progress and the student has not made a serious attempt to recover the position, the parent school will issue a Second Formal Written Warning. This will be copied to the Office of Appeals and Regulations. Where the school is recommending that the student is to be excluded from the University, the student will be notified by the Office and invited to submit a plea against this recommendation. The student will then be interviewed by the Head of Academic Appeals and Regulations.

The next course of action will be decided on the basis of the interview and what information has been provided by the student and school. This will usually be one of the two following possibilities:

- The case is submitted to the Pro-Vice-Chancellor to act in excluding the student permanently from the University or
- The second formal warning is enforced with a final warning that if the student does not make a serious attempt to recover the position, then the case will proceed to the Pro-Vice-Chancellor with a recommendation for exclusion.

Where the case proceeds to the Pro-Vice-Chancellor the decision is final.

Examples of the escalation process can be found in section 5.

### **2.4.5 Final verification for international students**

The standard attendance process will be applied to all students in respect of failure to register, leavers, presumed withdrawn and sanctions under the Unsatisfactory Student Procedure. In respect of international students who will then fall into one of these categories, the following final verification will be carried out prior to notifying absence to UKBA.

Once the period from final notification has ended, the University has 10 days to notify the UKBA that the student is a presumed leaver etc.. As a final check before doing this:

- a. TSA will contact the Head of School/Personal Tutor/Research Supervisor and school administrator asking for confirmation that the student has not been in contact and they are unaware of any reason for not reporting the student to UKBA- by return.
- b. A sign off sheet will be submitted to the Director of Students Services Centre by day 5, with a supporting statement confirming all checking has been done.

- c. The Director of Students Services Centre will sign off to authorise report to UKBA.
- d. TSA will notify UKBA of the presumed leaver, using the UKBA's Sponsor Management System.

## **2.5 Exceptions**

In some instances, the above policy may need to be adapted according to the student's mode of study. The following guidance is provided in relation to these 'exceptions'.

### **Language Centre – English language pre-sessional courses**

If students are absent without giving a reason, they are contacted by the Language Centre by telephone, e-mail or letter. If no response is received within a three week period, the students' details will be escalated to Taught Student Administration who, in the case of international students under Tier 4, will carry out the final verification before contacting UKBA to inform them of the absence.

### **Joint Programmes**

In the case of jointly-run programmes, the student's sponsor will have overall responsibility for reporting continuous absence to UKBA. In cases where the student is taught at Leeds but sponsored by another institution, the partner institution will be notified of any continuous unauthorised absence, in line with the guidance provided in section 2.2.

### **Short Fat Modules**

Students on short fat modules, such as those delivered by the Executive MBA and Civil Engineering MSc programmes, will be monitored in the usual way when participating in taught sessions. During project or dissertation work, students are not expected to attend classes, but are allocated a supervisor with whom they discuss progress updates. The module leader or programme administrator is responsible for following up absence issues in discussion with the student and supervisor.

### **Work Placements**

Students on work placement will be monitored by the placement provider in the usual way and the University notified of any unexplained absence, as per existing arrangements. Contracts with placement providers will need to be reviewed to reflect this expectation.

### **Study Abroad**

As part of our duty of care, outgoing study abroad students should expect contact with their year abroad or personal tutor at least twice a year if away from the University for a full year, or once if abroad for just one term. Parent schools will be responsible for monitoring the attendance of incoming study abroad students.

### **Fieldwork**

Students participating in field work away from the University will be monitored by the fieldwork tutor and any absence followed up through the briefings and progress meetings that students undertake as part of the normal activity. See Appendix 3 for an example pro-forma used in the School of Geography to monitor attendance for this purpose.

### **Clinical Placements**

It is the student's responsibility to inform the school and placement provider if they are unable to attend their placement. It is also usual practice for placement providers to inform the school placement co-ordinator of a student's absence within a couple of days.

### **Interdisciplinary Programmes**

For students on cross-disciplinary or joint honours programmes the teaching schools should notify the parent school of any student whose attendance is a cause for concern and where further action may be appropriate.

### **Visiting Students**

Visiting students who intend to study at the University for under 6 months should be monitored as part of the school's general duty of care. They do not come under the requirements of the Points Based System.

### 3. Research students

#### 3.1 Policy

1. The attendance of all research students must be monitored at certain agreed stages in the research degree candidature, with absence being recorded. The monitored attendance sessions must include all formal supervisory meetings as well as other appropriate events. These can include induction and other welcome activities, University English Language Test, English language courses, SDDU/Faculty generic training courses and any review and assessment interviews.
2. The responsibility for the management of the mechanism for appropriate recording will rest with the Dean of the Faculty, who may allocate the responsibility (via the Faculty Graduate School Committee and the Director of the Faculty Graduate School) to schools or other appropriate units within the faculty.
3. Faculties/schools must have procedures in place for contacting students who have failed to attend monitored attendance sessions without authorisation. Some examples of good practice are provided in section 3.2. These procedures should involve the Head of School/Institute and the Postgraduate Research Tutor and be clearly stated in the faculty/school handbooks or on the website.

#### 3.2 Guidance

The following guidance is intended to provide schools with an aide-memoire to attendance monitoring and absence reporting for research students.

1. The following attendance sessions are suggested as suitable for monitoring purposes for research students in their standard period of study.

Event	Approximate Number of Events per year
<b>Formal supervision meetings with supervisor*</b>	<b>10 for FT 5 for PT</b>
Other options:	
School activities associated with registration and other routine communication	1 - 5
Induction	1 (in 1 <sup>st</sup> year)
English Language Test and training courses	Probable for International Students
Meeting with Supervisor to discuss and review the training plan	At least 1 each year
SDDU courses and Faculty Training (including Research Seminars involving giving presentations)	3 – 5 (estimated)
Formal review meetings (including Transfer Panels)	At least 1 (2 in year 1 for FT)
Meeting with Post Graduate Research Tutor	1
Attendance at External conference/meetings	1
Other events at School level	?

\* Where students are on fieldwork or other required attendance for research activity outside Leeds, these contacts may take place by other means (eg telephone, e-mail, video conferencing).

2. It is recognised that there are different events and timelines within different schools which reflects the varying nature of research study. Schools may already have their own practices which relate to these events.

3. Initially, as a minimum, schools will be required to put the following procedure in place:
  - i) Supervisors will be required to report to the school/faculty when there has been no contact with individual research students within any 2 month period (unless absence has been authorised for events such as fieldwork, illness, etc), or where there is a pattern of absences which is affecting the student's work or causing concerns for the student's wellbeing.
  - ii) An investigation will then be carried out which will provide an opportunity for issues to be resolved with the student.
  - iii) Where issues are not resolved, a full report will be sent by the faculty/school to RSA indicating that the student should be required to withdraw from the University.
  - iv) In the case of international students, RSA will carry out any other appropriate enquiries, and then after further review, report the situation to the Head of Student Administration and notify UKBA of withdrawal.
4. A central system is being developed to facilitate the development of a process which will provide for full attendance monitoring and meet the UK requirements (current and future) of the UKBA. If schools already have a system in place which meets these requirements, they can continue to use this and an upload for the data to the central system is being investigated.

### **3.3 Processes**

#### **3.3.1 Failure to register, including obtaining the Leeds Student ID Card**

Research students should register within 4 weeks of the start date or anniversary of their start date. However if they do not register (without good reason) then they will be withdrawn and reported to UKBA if they are international students.

If students are present on campus they are required to obtain a Student ID card (unless they are a member of staff and have a University of Leeds staff ID card). In order to obtain the card ID checks must be carried out. In the case of international students this means they are required to present their passport and Biometric Identity card at registration. These documents will be scanned as part of UKBA requirements that universities must keep a copy of these documents. If a student (who should have an ID card) does not obtain a card then the student could be required to withdraw.

Deadlines for registration and ID cards are provided in Appendix 2.

#### **3.3.2 Leavers**

A Leavers Form - [http://www.leeds.ac.uk/rsa/assets/word/Forms/Leavers\\_form.doc](http://www.leeds.ac.uk/rsa/assets/word/Forms/Leavers_form.doc) should be completed by the student and school and returned immediately to Research Student Administration. In the case of international students who are present under Tier 4 of the UKBA visa system, a report will be submitted to UKBA by RSA.

#### **3.3.3 Final verification for international students**

The standard attendance process will be applied to all students in respect of failure to register and non attendance. In respect of international students who come into one of these categories, the following final verification will be carried out prior to notifying absence to UKBA.

Once the period from final notification has ended, the University has 10 days to report the student to UKBA as a presumed leaver etc. As a final check before doing this:

- a. RSA will contact the Head of School/Post Graduate Research Tutor/Research Supervisor and school administrator asking for confirmation that the student has not been in contact and they are unaware of any reason for not reporting the student to UKBA.

- b. A sign off sheet will be submitted to the Director of Student Administration by day 5, with a supporting statement confirming all checking has been done.
- c. The Director of Student Administration will sign off to authorise report to UKBA.
- d. RSA will notify UKBA of the presumed leaver/no show, using the UKBA's Sponsor Management System.

### **3.4 Exceptions**

In some instances, the above policy may need to be adapted according to the student's mode of study. The following guidance is provided in relation to these 'exceptions'.

#### **Fieldwork**

If international students undertake fieldwork overseas, UKBA do not expect institutions to monitor these students' attendance. It is however best practice to maintain contact with the student to ensure their well being and satisfactory progress, to a level agreed within the faculty/school.

#### **Visiting students**

Visiting students who intend to study at the University for under 6 months should be monitored as part of the school's general duty of care. They do not come under the requirements of the Points Based System.

Students visiting for more than 6 months should have monitoring procedures in place but this is to be defined/awaiting further advice from UKBA. Some miscellaneous research students may have supervision meetings but this is not uniform across all faculties/schools.

#### **Split site PhD programmes**

Students registered for these programmes will normally only be in Leeds for certain specified periods of time. Therefore they may apply for a visiting student visa (valid for under 6 months) or the general student visa. If a general student visa has been issued attendance must be monitored.

#### **Research overtime writing-up period**

There is no requirement for students to stay in Leeds although some students do remain here. However, international students may be in the UK only if they hold a student visa. Their whereabouts will be of interest to UKBA.

Students shall still be in contact with the supervisory teams. The following points of contact are considered acceptable:

- supervisor meetings/contact
- emails and phone calls to supervisor or school office
- electronic submission of work

#### **Research students awaiting examination**

Those students who have submitted their thesis and are preparing for their viva may still have contact with their supervisor but this is at the discretion of the school, so monitoring attendance may not be practical in all cases. For international students in the UK on a tier 4 student visa, the School will need to implement supervision meetings or other contacts in order to monitor attendance.

#### **Leeds staff registering for research degree programmes (most but not all part time)**

Part time students have the right to at least 5 supervision meetings a year.

International staff should be in the UK with a different Tier visa and there should be no requirement to have a student visa.

#### **Extensions and Referrals**

If an extension is granted to a student it normally occurs at the end of the writing up period.

Referred candidates are entitled to six supervision meetings a year and to receive comments from the supervisor upon the revised thesis (the student has to initiate these meetings and provide re-drafts). For international students in the UK on a tier 4 student visa, the School will need to implement supervision meetings or other contacts in order to monitor attendance.

## Suspensions

Students are required, in accordance with the University's Code of Practice for Research Degree Candidatures, to promptly draw to the attention of their supervisor(s) or Postgraduate Research Tutor, when there is a situation where it may be necessary to request a period of suspended study. Appropriate documentary evidence should be provided (eg medical certificate).

The Postgraduate Research Tutor is required to submit requests for suspensions of study to Research Student Administration (for consideration by the Graduate Board) when the difficulty preventing the student from studying arises. Requests will be considered in a timely manner and the student informed in writing, by Research Student Administration, of any approved period of suspended study.

- Normally suspensions of study will only be granted at the point the difficulties arise or, if the situations if foreseeable, in advance of the difficulties arising. **Requests for retrospective suspensions of study will only be considered in the most exceptional cases.**
- If the suspension is under 60 calendar days, there is no requirement for the School to monitor the student's attendance during the period of suspension. The University will not inform UKBA.
- If the suspension is over 60 calendar days UKBA will expect the student to leave the country.- The University must inform UKBA. In some circumstances it may be appropriate for the School to consider an extension of study instead. The student would be expected to undertake some work and attendance monitoring must be in place.

Please contact Research Student Administration for further advice.

International students (in the UK with permission as a student) are advised to contact the International Student Office for immigration advice on the implications of a suspension or extension of their research degree candidature to their visa status.

The International Student Office can be contacted at: Tel: +44 (0)113 343 3930 or Email: [internationalstudents@leeds.ac.uk](mailto:internationalstudents@leeds.ac.uk) <http://www.leeds.ac.uk/international/aboutiso.htm>

Further details on the research Suspension/Extensions of Study Policy can be found at <http://www.leeds.ac.uk/rsa/policies.html>

## 4. Sources of support and guidance

### 4.1 Useful web links

If schools require any further guidance about how to respond to UKBA's requirements in relation to PBS, the following web links may be useful:

Campus web

<http://campus.leeds.ac.uk/newsincludes/newsitem6320.htm>

UKBA website

<http://www.ukba.homeoffice.gov.uk/managingborders/managingmigration/apointsbasedsystem/>

### 4.2 University services

#### Taught Student Administration

If you have a query about the processes contained in this document for taught students, please contact Neil Cockshaw, [n.cockshaw@adm.leeds.ac.uk](mailto:n.cockshaw@adm.leeds.ac.uk)

#### Research Student Administration

If you have a query about the processes contained in this document for research students, please contact Leanne Carr, [l.carr@adm.leeds.ac.uk](mailto:l.carr@adm.leeds.ac.uk)

#### International Student Office

If you have a specific enquiry related to student immigration under PBS, please contact [internationalstudents@leeds.ac.uk](mailto:internationalstudents@leeds.ac.uk) or call 0113 343 3930.

### 4.3 School contacts

The following members of staff have volunteered to share their knowledge and expertise in relation to how they are using attendance monitoring to improve the retention of and contact time with their students.

#### Taught students

Rene Oudmaijer, School of Physics [r.d.oudmaijer@leeds.ac.uk](mailto:r.d.oudmaijer@leeds.ac.uk)

Jenny Hamlin, Faculty of Biological Sciences [j.l.hamlin@leeds.ac.uk](mailto:j.l.hamlin@leeds.ac.uk)

Nicola Wildman, School of English [n.wildman@leeds.ac.uk](mailto:n.wildman@leeds.ac.uk)

Lindsey English, School of English [l.english@leeds.ac.uk](mailto:l.english@leeds.ac.uk)

Samantha Robinson, Faculty of LUBS [sam@lubs.leeds.ac.uk](mailto:sam@lubs.leeds.ac.uk)

#### Research students

Karin Delin, Faculty of Biological Sciences [k.delin@leeds.ac.uk](mailto:k.delin@leeds.ac.uk)

### 4.4 Central email

If you have any queries or concerns in relation to attendance monitoring and absence reporting, please email Mark Hodgson ([m.v.hodgson@adm.leeds.ac.uk](mailto:m.v.hodgson@adm.leeds.ac.uk)).

### 4.5 Banner training

Attendance Monitoring Banner Training is available (<http://iss.leeds.ac.uk/info/231/training>)

## 5. School case studies

### Examples of school approaches to attendance monitoring

A variety of approaches have been identified across the University in relation to attendance monitoring. The following schools are provided as example case studies.

#### 5.1 School of English

The School has a long-standing and rigorous policy in place for monitoring student attendance. For taught students, the school monitors all teaching sessions, with the exception of lectures, where it is considered impractical to do so. All teaching staff are involved in taking registers and an estimated 1 FTE of

administrative resource is allocated during term time to carry out data entry, reporting and associated follow up activities.

#### Escalation process

- i) 1<sup>st</sup> absence is noted by the module tutor but not reported.
- ii) 2<sup>nd</sup> absence is reported by the module tutor to the School admin office who issue a letter to the student.
- iii) 3<sup>rd</sup> absence is reported by the module tutor to the School admin office who issue a letter inviting the student to a meeting with their Year tutor.
- iv) 4<sup>th</sup> absence is reported by the module tutor to the School admin office who issue a letter inviting the student to a meeting with the Director of Learning and Teaching.
- v) At this stage, if the student cannot satisfactorily explain their absences, a first formal warning letter is issued, which is copied to the office of Academic Appeals and Regulation.
- vi) If the student fails to attend the meeting with the Director of Learning and Teaching, or attends but subsequently fails to improve their attendance, a second formal warning letter is issued which is copied to office of Academic Appeals and Regulation and the Unsatisfactory Students Procedure is initiated.
- vii) Audit checks are carried out by reviewing paper registers before formal warning letters are issued.
- viii) Students who are presumed withdrawn will be sent letters and emails as appropriate.

#### Identified Benefits

- Improved retention.
- Monitoring in the 1<sup>st</sup> year fosters a culture of good attendance in subsequent years.
- Helps to identify students who may need further assistance.
- Greatly facilitates group dynamics and interaction in tutorial sessions.
- Lessens resentment caused by students not attending in group sessions.
- Fosters a culture of courtesy towards teaching staff and other students.

#### Lessons Learnt

- Monitoring attendance for lectures is not practicable due to the numbers of students involved. Better results are yielded from monitoring smaller, more manageable sessions.
- Retaining accurate records of tutorial registers can aid in cases where students appeal against dismissal.

Examples of letter and email templates can be found in Appendix 3.

## **5.2 Faculty of Biological Sciences Undergraduate School**

The faculty currently focuses on monitoring the attendance of their first year undergraduate students through monitoring some lectures, all practical classes and all academic or personal tutorials. All teaching staff are involved in taking registers, with an estimated 2.2 fte of administrative resource allocated during term time to carry out data entry, reporting and associated follow up. For the start of the 2008/9 session, the Faculty set up a database to record student attendance using data derived from the timetable information in Syllabus Plus. Future plans for the 2009/10 session are to purchase e-voting equipment for all year 1 undergraduates with a view to simplifying attendance monitoring and increasing student engagement in lectures.

#### Escalation process

- i) Tutors pass the registers to the faculty administrative office for checking.
- ii) After 2 absences, the faculty administrative office sends an informal warning letter to the student.
- iii) After a further 2 absences, the faculty administrative office sends a first formal warning letter and email to the student, which is copied to the office of Academic Appeals and Regulation and the programme leader. The letter requests the student to attend a meeting with their programme leader.
- iv) If the student fails to attend the meeting, then a second formal warning is issued and copied to the office of Academic Appeals and Regulation to initiate the Unsatisfactory Students Procedure.
- v) If the student attends the meeting, but absence continues, then a second formal warning is issued and copied to the office of Academic Appeals and Regulation to initiate the Unsatisfactory Students Procedure.
- vi) Audit checking is conducted rigorously at each stage of the escalation process by checking paper registers for clerical errors. All documentation pertaining to student absence (self

certification/doctors' notes etc) is compiled and sent to the office of Academic Appeals and Regulation as part of the Unsatisfactory Students Procedure.

vii) Students who are presumed withdrawn are sent letters and emails as appropriate.

#### Identified Benefits

- Improved retention, particularly in the first year.
- Improved student experience due to staff being made more aware of pastoral and welfare issues.
- Increased student focus and engagement with a programme of study.
- Improved reporting. The School has found a proven statistical correlation between attendance and exam performance.

#### Lessons Learnt

- There are benefits to monitoring attendance in lectures. However, this is labour intensive for academic staff (in passing out and gathering in sign in sheets), and for administrative staff (in collating and recording this information).
- The follow up processes around monitoring attendance (ie: auditing paper records, contacting students and organising meetings, recommending appropriate support networks) can be extremely resource intensive.

Examples of letter and email templates can be found in Appendix 3.

### 5.3 Faculty of Biological Sciences Graduate School

Since the formation of the Graduate School, the Faculty has implemented a more rigorous policy around research postgraduate student attendance at training sessions, key progression points and meetings with supervisors.

Previously this was a paper based process, but the Faculty has recently developed an in house Personal Development Review (PDR) system. This has the functionality for research students to upload the progress notes prior to supervision meetings and allows supervisors to provide feedback electronically, record attendance at training activities and also provides the student with an area for personal reflection on their studies.

#### Processes

- i) In line with University policy, all research students are expected to have at least ten formal supervisory meetings per year. Students are expected to submit the notes from their supervisory meetings via the PDR which the Graduate School office monitors on a regular basis.
- ii) Where a student has failed to submit notes from a supervisory meeting for two months, the Graduate School emails the student.
- iii) Students who have failed to provide evidence of ten supervisory meetings over a year can be prevented from registering for the next academic year.
- iv) Attendance at induction sessions and some generic skills training sessions are regarded as mandatory and monitored by the Graduate School. Failure to attend will trigger a meeting with a progression tutor.
- v) The Graduate School and students record attendance at Generic Skills Training courses including courses offered outside the Faculty. In cases where a student does not have the requisite number of generic skills training points after a year of study, this triggers a meeting with a progression tutor to discuss how the student intends to make up the shortfall.
- vi) At key progression points during the student's career (ie the transfer from Provisional PhD to PhD) the Graduate School emails the student in advance to inform them of their responsibilities and processes.
- vii) Supervisors report to the Graduate School where they have noticed a student as being absent for a long period (for example, from laboratory work). The Graduate School will email the student with a view to arranging a meeting with the progression tutor.
- viii) Repeated failure on the student's part to respond to contacts from their tutor triggers a final warning letter from the Graduate School explaining that if no explanation for their conduct is forthcoming, their candidature will be withdrawn.

#### Identified benefits

- Ensuring that students attend the requisite number of supervisory meetings leads to improved engagement with their research programme and an improved student experience. Issues with student progression and performance can be much more easily identified.
- The development of an electronic PDR system has resulted in a great improvement of data visibility and transparency for students, academic and administrative staff.
- The recent Student Academic Experience Review commented on the high quality of the Graduate School's student records. This will become more advanced as the PDR gathers momentum.

#### Lessons Learnt

- The nature of research students' work means that attendance recording predominantly occurs retrospectively, as student attendance tends not to be at regular pre-defined sessions. This makes it difficult to administer as a paper based exercise.
- Collating and monitoring paper copies of the reports from monthly supervisory meetings was extremely time consuming and resource intensive. The development of an online PDR system has alleviated this and allowed the Graduate School to be more pro-active in its operation.
- It's essential to get buy in from all academic staff who act as Research supervisors to a clearly defined set of procedures for monitoring attendance. It is the intention of the Graduate School to further expand the Busy Supervisor's Guide to provide more detailed information on attendance procedures, etc.

## 5.4 School of Design

The School introduced a more pro-active approach to monitoring the attendance of their taught students at the start of the 2008/9 academic session and have seen some significant results. Their focus has been on monitoring attendance for all lectures relating to core modules, with concerns about absence also reported to the school office by seminar tutors. To ensure that the class registers are completed as efficiently as possible, a member of support staff is present at the start of some of the larger lectures to oversee the process. All teaching staff are involved in taking registers, with an estimated 1.5 fte of administrative resource allocated during term time to carry out student support, data entry, reporting and associated follow up.

### Escalation process

- i) If a pattern of unauthorised absence begins to emerge, an email is sent to the student from the Student Support Co-ordinator, with a copy sent to the Personal Tutor and Programme Manager. The student is asked to explain the absence, to provide medical certification where appropriate and to liaise with teaching staff about how to catch up with work missed.
- ii) If the student's attendance does not improve or they do not respond, a further email is sent warning the student that they are risking disciplinary action.
- iii) If the student's attendance still does not improve or they do not respond, they may be required to attend a meeting with the Student Support Co-ordinator, the Examinations Officer and their Personal Tutor. At the meeting they will receive a warning which will be followed up in writing.
- iv) If the student fails to attend the above meeting, or attends but subsequently continues to be absent from classes, a second formal warning letter is issued from the Director of Learning and Teaching which is copied to office of Academic Appeals and Regulation and the Unsatisfactory Students Procedure is initiated.
- v) Audit checks are carried out at each stage of the escalation process to ensure any information relating to the absence is considered on an individual basis.
- vi) Students who are presumed withdrawn are sent letters and emails as appropriate.
- vii) If any difficult personal issues or health problems become apparent at any stage of this process, support is put in place for the student.

### Identified benefits

- Greater student awareness from the start that attendance is mandatory, not optional, through intensive monitoring in year 1.
- An early awareness of the problem cases for exam boards.
- Earlier withdrawal of students who are not really interested in their studies, saving resources to devote to students who attend.
- Much richer evidence base for excluding serial non-attendees.
- A phenomenal increase in email contact from students.
- Greater awareness amongst students of the level of care they receive.
- A decrease in the number of examination re-sits.
- A decrease in the number of students failing the year.
- The conscientious students are more easily identifiable.
- The creation of a solid file of evidence for students in relation to their attendance.
- Personal issues have flagged up a lot sooner, which should have a knock on effect in terms of retention.

### Lessons learnt

- Do not specify to students which sessions are being monitored, to minimise the potential for them to attend just those sessions.
- It's worth putting the most effort into monitoring attendance for year 1 as this yields the best long-term results.
- Reinforce the message that students should sign registers with a legible signature, rather than a squiggle to minimise potential forgeries.
- Don't try using a standard letter for student absence. Each case needs to be dealt with on an individual basis.
- Involve an academic member of staff in the escalation process. We use the examinations officer and Director of Learning and Teaching in sending out formal warning letters.
- The monitoring process is helpful but it's the follow up activity which yields the real results.
- The whole system falls down if staff do not complete registers or return them promptly to the Office.

Examples of handbook content, emails and letters can be found in Appendix 3.

## 5.5 School of Physics and Astronomy

In response to issues with retention, the School of Physics and Astronomy has focused effort and resource on attendance monitoring over the last couple of years, monitoring all taught sessions rigorously for year 1 students (with the exception of electives) and collating all absences for years 2 and 3. The success of the initiative is attributed to an academic lead working in partnership with designated administrative support.

### Escalation process

- i) All absences are reported to the year convenor. A meeting is held with the year convenor in cases of prolonged unexplained absences to understand the reasons behind this. If no satisfactory explanation is given, a verbal informal warning is issued to the student.
- ii) If the student does not attend this meeting or continues to be absent, a meeting is requested with the Director of Learning and Teaching to understand the ongoing reasons for absence. If these are considered unsatisfactory, a first written warning is issued to the student and copied to the personal tutor, year convenor and office of Academic Appeals and Regulation.
- iii) If the student does not attend this meeting or continues to be absent, a meeting is requested with the Head of School to understand the ongoing reasons for absence. If these are considered unsatisfactory, a second written warning is sent to the student and copied to the Head of School, Director of L&T, personal tutor, year convenor and office of Academic Appeals and Regulation. At this point the Unsatisfactory Students Procedure is initiated.

### Identified benefits

- Improvement in student attitude towards attendance.
- Genuine rapport between students and staff.
- Students who may otherwise have dropped out have been identified a lot earlier to support them through academic performance and/or welfare issues.

### Lessons learnt

- It's important to have an academic champion who leads the process, as well as administrative support.
- There are no short-cuts to monitoring attendance effectively – it's time and resource intensive.
- The first four weeks of attendance monitoring are critical for retention purposes.
- Speed is of the essence in relation to following up consistent cases of absence.
- It's worth giving some thought to which sessions are more reliable for monitoring attendance, eg lab sessions where it's obvious which students aren't there.

Examples of meeting pro-formas and letter templates can be found in Appendix 3.

## 5.6 Faculty of LUBS

The PG Office at LUBS currently records absence for every taught module throughout Semesters 1, 2 3 and during summer teaching periods . The monitoring is undertaken for seminars and workshops on a weekly basis. Lectures and personal tutorials are currently not included in the attendance monitoring process due to the practicalities (too big class sizes). Attendance monitoring at the PG office is currently undertaken by one member of administrative staff.

Tutors are given class lists at the beginning of each Semester, these are designed to be operated as sign-in sheets. A spreadsheet workbook is used to record all absences. This is updated as and when tutors return completed class lists. As far as reasonably practicable, accurate records are maintained for timetabled events within each programme.

### Escalation process

Unexplained/unauthorised absences are flagged-up in the spreadsheet. Each student is emailed at three stages of absences (after 3, 6 and 10 absences).

- i) When students reach three (3) absences, the dedicated member of administrative staff will endeavour to contact the students via email and seek reasons for non-attendance. Staff will also advise students of the consequences of continued non-attendance of classes, reiterating the University's 'Unsatisfactory Students Procedure'. Reasons given by the students are documented on the spreadsheet.
- ii) This is also repeated when students reach six absences. The student is asked to explain the absence, to provide medical evidence where appropriate and to liaise with teaching staff.
- iii) However, if a pattern of absence is noted or a student reaches ten or more separate absences, the Programme Director is informed, resulting in further approaches made to the student.
- iv) Copies of email/emails sent to student are always retained in their student file.
- v) If the student's attendance still does not improve or they do not respond, they are called in for a compulsory meeting with their Programme Director. At the meeting the student will receive a verbal Warning which will be followed up in writing as a first warning.
- vi) If the student fails to attend the above meeting, or attends but subsequently continues to be absent from classes, a second formal warning letter is issued from the Student Support Manager / Programme Director, which is sent to the student by email and a copy by post.
- vii) Audit checks are carried out by the PG Operations Manager and the Student Support Manager at various stages in both semesters to ensure any information relating to the absence is considered on an individual basis.
- viii) Student who are presumed withdrawn are sent letters and emails as appropriate; leavers and temporary leavers are asked to fill out the appropriate forms and appropriate cases are taken forward to the Special Circumstances Committee or the Exam Board.
- ix) Overall staff will discuss cases of concern and generally seek to provide a network of pastoral support.

### Identified benefits:

- Improved retention.
- An early awareness of problem cases and better handling of each case.
- Greater awareness amongst students of the level of support available to them and where they can get such support.
- Creation of a solid file of evidence aides in cases where students appeal against decision to dismiss
- Increased student engagement with programme of study.
- Increases communication between staff/students helping staff to build a rapport with students.
- Personal issues are flagged up at an early stage and care and support put in place for students.
- Conscientious students are more easily identifiable.

### Lessons learnt:

- Monitoring attendance for lectures is not practical due to the larger size of student groups on lectures. Non-attendance is better captured in smaller groups such as seminars and workshops.
- The system does not work if members of academic staff do not return sign-in sheets on time for administrative staff to capture non-attendance in time.
- Not practical to monitor attendance in the first two weeks at the start of each semester as students still have the option to change modules.
- Attendance monitoring is time and resource intensive and speed is of importance in following up consistent absentees.
- Students are requested to sign clearly and in legible handwriting so that staff can identify whether students are signing-in for their friends.

### Taught Student Deadlines for Registration and ID

ID Cards/Registration	Records created and Schools informed which students are eligible to register. New and returning students.  Registration Holds expired for students who are registering (have start date) in the following month (%JAN-11)	Email sent to Schools advising which RE students have not yet obtained ID card and early warning email sent to Students  Early warning email sent to ELStudents advising them of the registration deadline; list also sent to Schools***	Letter sent to term time address and email sent to students who have not yet obtained ID card  Registration hold applied on all EL records. Letter sent to returning ELstudents to give them a final deadline, email list of students with RG hold to Schools informing them of the final registration deadline	Deadline for RE students to obtain ID card Update Banner accordingly for RE students without ID card  Update Banner accordingly for EL students; inform Parent schools of students who have been made withdrawn due to failure to register**  New students – NS Returning students - WD	Deadline for Operations to inform UKBA of international students made permanently withdrawn due to failure to register/failure to obtain ID card.
September*	April 2011	7 Oct 2011	24 Oct 2011	7 Nov 2011 (14 Nov 2011)	18 Nov 2011
October*	April 2011	4 Nov 2011	21 Nov 2011	5 Dec 2011 (12 Dec 2011)	16 Dec 2011
November	Oct 2011 (Wk 1)	2 Dec 2011	19 Dec 2011	9 Jan 2012 (16 Jan 2012)	20 Jan 2012
December	Nov 2011 (Wk 1)	6 Jan 2012	23 Jan 2012	6 Feb 2012 (13 Feb 2012)	17 Feb 2012
January	Dec 2011 (Wk 1)	3 Feb 2012	20 Feb 2012	5 Mar 2012 (12 Mar 2012)	16 Mar 2012
February	Jan 2012 (Wk 1)	2 Mar 2012	19 Mar 2012	2 Apr 2012 (11 Apr 2012)	13 Apr 2012
March	Feb 2012 (Wk 1)	2 Apr 2012	23 Apr 2012	8 May 2012 (14 May 2012)	18 May 2012
April	Mar 2012 (Wk 1)	8 May 2012	21 May 2012	6 Jun 2012 (11 Jun 2012)	15 Jun 2012
May	Apr 2012 (Wk 1)	1 Jun 2012	18 Jun 2012	2 Jul 2012 (9 Jul 2012)	13 Jul 2012
June	May 2012 (Wk 1)	6 Jul 2012	23 Jul 2012	6 Aug 2012 (13 Aug 2012)	17 Aug 2012
July	Jun 2012 (Wk 1)	3 Aug 2012	20 Aug 2012	3 Sept 2012 (10 Sep 2012)	14 Sep 2012
August	Jul 2012 (Wk 1)	7 Sept 2012	24 Sep 2012	8 Oct 2012 (15 Oct 2012)	19 Oct 2012

\*Records for September and October starters are created in April to allow schools to make changes for next session and students to choose modules.

\*\* We will update Banner to make all EL students permanently withdrawn due to failure to register on the first date shown. The date shown in brackets (5 working days after the first date) is the deadline by which Heads of Schools should contact us in order to reinstate any students. Where relevant, a report will be made to UKBA, sponsors etc following a final audit procedure including checks with Schools.

\*\*\* Reporting to the UKBA will begin at this stage – Schools inform us of No Shows and Leavers from this point onwards.



UNIVERSITY OF LEEDS

## Memo

Student Administration

To: School Contact

From: Neil Cockshaw, Operations Officer

Date: 05 July 2011

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### Month Registration for New and Returning Students

The attached table contains details of students in your School who are required to register in **Month 2011**.

**The online registration system is now available for them to register and we would therefore be grateful if you could communicate information regarding registration to the students listed. The deadline for them to register is Step 3 deadline.**

**Failure to register by the deadline will result in students losing access to the library/ISS facilities and teaching, and eventually permanent exclusion from the University. For international students registration completion is part of the obligations under the UKBA Points Based System and failure to complete the process will result in a report being returned.**

To enable you to communicate registration information, the following templates are attached:

- A letter for new students (which should be personalised with the students Name and Banner ID Number - this is essential)
- A letter for returning students (you may choose to personalise this with their name but this is not essential)

For help and guidance students can contact us on 0800 9150402 (if they are within the UK) or on +44 (0) 113 3437000. Internally, the number to dial is 37000, or email [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk).

Many thanks

Operations

### Step 1

The memo that TSA send out to schools each month to inform them which students are due to register the following month and asking them to communicate with the students concerned regarding registration.



## Memo

Student Administration

To: School Contact

From: Neil Cockshaw, Operations Officer

Date: 05 July 2011

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### **Month** Registration for New and Returning Students - **REMINDER**

The attached table contains details of students in your School who were required to register in **Month 2011**.

These students are still showing as Eligible to Register on Banner and we would appreciate if you could communicate with them in order to ensure they fully complete the registration process before Step 3 deadline.

Failure to register by the deadline will result in students losing access to the library/ISS facilities and teaching, and eventually permanent exclusion from the University. For international students registration completion is part of the obligations under the UKBA Points Based System and failure to complete the process will result in a report being returned.

For help and guidance students can contact us on 0800 9150402 (if they are within the UK) or on +44 (0) 113 3437000. Internally, the number to dial is 37000, or email [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk).

Many thanks

Operations

### **Step 2**

An early email warning to schools advising them of which students have not yet registered before the deadline is reached.



## Memo

Student Administration

To: School Contact

From: Neil Cockshaw, Operations Officer

Date: 05 July 2011

Cc: Head of School

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### Month 'EL' Students Failed to Register

All the students listed in the attached file have a registration (start) date in **Month** but have failed to register. The deadline for **Month** starters to register was the **Step 3 date**.

#### Implications

The implications for students failing to register are serious in terms of their academic record, examinations and insurance cover in addition to University reporting to external agencies for statistical and funding purposes.

As a result a registration hold has been applied to their record and this will also prevent access to the library, their ISS account and any online resources. This will be removed upon confirmation that the student is in attendance/contact. This will allow the student to complete registration which must be complete by **Step 4 date** to prevent further sanctions as follows.

**New** students will have their record updated to No Show (NS) in Banner on **Step 4 date**.

**Returning** students have been sent a letter by TSA instructing them to register (with a deadline of **Step 4 date**) advising them that they are no longer permitted to attend teaching or access University facilities if they fail to do so. If they do not meet the above deadline, they will be required to withdraw from the University for failing to register for the session 2010/11, and on **Step 4 date** their Banner student record will reflect this. **After Step 4 date and in accordance with University regulations no further teaching should take place.**

In the case of international students who are present under Tier 4 of the Points Based System, the University is required to notify the United Kingdom Border Agency if the student fails to meet visa requirements.

### Step 3

Informs schools which students have failed to register, who has had a hold input on their records and the next course of action which TSA intend to take.



## Memo

Student Administration

To: Head of School

From: Neil Cockshaw, Operations Officer

Date: 05 July 2011

Cc: School Contact

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### Month 'EL' Students Excluded

Please find attached a list of students who have failed to register by the final deadline.

Therefore as mentioned in previous correspondence, new students will now be recorded as no show (NS) in Banner and returning students are recorded as permanently withdrawn.

It is essential that the students are not permitted to attend any further teaching or access University facilities.

If, for any reason, you would like any of the students on the attached list to be reinstated, please complete the Reinstatement Form – see website – by **Step 4 bracketed date**. This is the **absolute deadline** for reinstatements, subject to them also completing registration immediately.

In the case of international students, the University is required to notify the United Kingdom Border Agency if the student fails to meet visa requirements.

### Step 4

This is the final memo to schools regarding which students have failed to register and have now been excluded from their studies.

## Appendix 2 – Research student registration deadlines and communications

### Research Student Deadlines for Registration and Obtaining ID cards

All letters/e-mails will be copied to Postgraduate Research Secretaries.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>ID Cards</b>			Email sent to registered students have not yet obtained ID card	Letter sent to students who have not yet obtained ID card	Deadline for Registered students to obtain ID card. Withdraw student on Banner	
<b>Registration</b>	Registration open for students who are eligible to register in the following month	“Reminder registration email” sent to both new and returning students who still eligible to register advising them of the registration deadline, Schools copied in to e-mail.	“Non Registration Letter 1 to School” for new and returning students  <i>Schools/students to supply any reason for non registration</i>	“Non Registration Letter 2 – to Student” sent to returning students who are still eligible to register which gives them a final deadline	“Non Registration Letter 3 – to Student” sent to returning students who have not yet registered to inform them that they have been withdrawn. Banner updated.  New students are considered “No shows” and reported to UKBA	Deadline for RSA to inform UKBA of international students made permanently withdrawn due to failure to register/failure to obtain ID card.
<b>September</b>	Aug 2011 (Wk 1)	01 Oct 2011	07 Oct 2011	21 Oct 2011	4 Nov 2011 (11 Nov 2011)	18 Nov 2011
<b>October</b>	Aug 2011 (Wk 1)	01 Nov 11	4 Nov 2011	18 Nov 2011	02 Dec 2011 (09 Dec 2011)	<b>17 Dec 2011</b>
<b>November</b>	Oct 2011(Wk 1)	01 Dec 11	09 Dec 2011	23 Dec 2011	06 Jan 2012 (13 Jan 2012)	20 Jan 2012
<b>December</b>	Nov 2011 (Wk 1)	02 Jan 12	06 Jan 2012	20 Jan 2012	03 Feb 2012 (10 Feb 2012)	24 Feb 2012
<b>January</b>	Dec 2011 (Wk 1)	01 Feb 12	03 Feb 2012	17 Feb 2012	02 Mar 2012 (09 Mar 2012)	16 Mar 2012
<b>February</b>	Jan 2012 (Wk 1)	01 Mar 12	09 Mar 2012	23 Mar 2012	06 Apr 2012 (13 Apr 2012)	20 Apr 2012
<b>Mar</b>	Feb 2012 (Wk 1)	01 Apr 12	06 Apr 2012	20 Apr 2012	04 May 2012 (11 May 2012)	18 May 2012
<b>April</b>	Mar 2012 (Wk 1)	01 May 12	04 May 2012	18 May 2012	01 Jun 2012 (08 Jun 2012)	22 Jun 2012
<b>May</b>	Apr 2012 (Wk 1)	01 Jun 2012	08 Jun 2012	22 Jun 2012	09 Jul 2012 (13 Jul 2012)	20 Jul 2012

<b>June</b>	May 2011 (Wk 1)	01 Jul 2012	06 Jul 2012	20 Jul 2012	03 Aug 2012 (10 Aug 2012)	24 Aug 2012
<b>July</b>	Jun 2011 (Wk 1)	01 Aug 2012	03 Aug 2012	17 Aug 2012	31 Aug 2012 (7 Sep 2012)	14 Sep 2012
<b>August</b>	Jul 2011 (Wk 1)	01 Sept 2012	07 Sept 2012	21 Sept 2012	05 Oct 2012 (19 Oct 2012)	26 Oct 2012

\*\* We will update Banner to make all EL students permanently withdrawn due to failure to register on the first date shown. The date shown in brackets (5 working days after the first date) is the deadline by which Heads of Schools should contact us in order to reinstate any students. Where relevant, a report will be made to UKBA, sponsors etc following a final audit procedure including checks with Schools.

## Step 2 Example of Reminder Registration E-mail

**This e-mail is also copied to PGR Secretaries or generic e-mail addresses as advised to Research Student Administration**

Dear ~FirstName ~LastName      Student ID number ~

~Programme,   Programme Start Date:

This is a reminder that if you have been notified by your School that you are able to register, then you were expected to complete registration for your research degree by the end of (relevant month).

You can register via <http://www.portal.leeds.ac.uk/> and you must use your STUDENT ISS login details.

Please contact Research Student Administration ([rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk)) if you are unable to register for any reason.

In the case of international students who are present under Tier 4 of the Points Based system, please be aware that the University is required to notify the United Kingdom Border Agency if you fail to register.

Regards

Student Records Officer  
Research Student Administration

### Step 3 Non registration letter 1

This is the memo to Schools advising of non registration. There is a pro-forma attached to this which the Schools can complete with a reason for non registration/delay and when the issue is expected to be resolved. Alternatively it may note that the student will be leaving or suspending. This may delay any further communication to the student.

Dr XXXX  
Postgraduate Research Tutor  
School of XXXX

Date

Dear Dr XXXX

#### **John Smith [200212121] PHD-XXXX-FT**

The above-named student has failed to register for the period 01 October 2009 to September 2010.

University regulations require that all students attending the University do so as registered students. The failure of a student to register results in the following;

- loss of revenue for both the department and the University. Only full-time and part-time registered research students are included in the calculation of statistics for the Higher Education Funding Council for England. It is these statistics that result in the release of funding to the University.
- The Graduate Board being unable to fulfil its obligations in ensuring that all research students are adequately supervised.
- in the case of international students who are present under Tier 4 of the Points Based System, the University is required to notify the United Kingdom Border Agency if the student fails to meet visa requirements.

If this research student has withdrawn from his/her studies would you please complete the enclosed "Leavers Form" and return it to this office.

Alternatively, if you are expecting this research student to continue with his/her studies, please let me know why they have failed to register by returning the attached form.

If the student is a new student, please let us know whether they are a "No Show" or will be requiring a change of start date.

If the student has not registered (or a reason has not been provided) by DATE then we will write to the student and give them a period of one month in which to register before withdrawing them (or assuming they are a No Show in the case of new students) from the University.

Yours sincerely

Mrs JY Findlay  
Senior Assistant Registrar  
Research Student Administration

#### **Step 4 Non registration Letter 2 – to student**

This is the first letter to the student and gives them a deadline by which to register otherwise

Student Name  
Address

Date

Dear Mr XXXX,

According to our records, it has been noted that you have failed to register with the University for the 2009/10 session (01 October 2009 to September 2010). As you will know, all students should register within 4 weeks of the anniversary of their start date.

You can register via <http://www.portal.leeds.ac.uk/> and you must use your STUDENT ISS login details.

You have two weeks from the date on this letter in which to register, failure to do so will result in you being withdrawn permanently from the University on DATE for failing to fulfil the requirements of registration for the session 2009/10.

If you have left the University please contact your Postgraduate Research Secretary as you will need to complete a “Leavers Form”.

If there has been some reason preventing you from registering, you must contact Research Student Administration for advice immediately by emailing [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or by telephoning 0113 3434002.

Please be aware that in the case of international students who are present under Tier 4 of the Points Based System, the University is required to notify the United Kingdom Border Agency if you fail to register.

Yours sincerely

Mrs J Y Findlay  
Senior Assistant Registrar  
Research Student Administration

Cc PGR Tutor  
PGR Secretary  
Central Filing

Non-reg\letter 2 – to student.doc

## Step 5 Letter 3 – to Student

This is the final letter to the student informing them of their withdrawal.

NAME  
ADDRESS

Date

Dear Mr NAME

Further to our previous letter of DATE, according to our records, it has been noted that you have still failed to register with the University for the 2009/10 session. As you will know, all students should register within 4 weeks of the anniversary of their start date.

I am writing therefore to inform you that you are required to leave the University. I shall inform the Head of your School that you are not permitted to continue with your candidature and your research degree studies at the University have been terminated.

Please return your current student identification card to this office as soon as possible.

As an institute of higher education we are required to inform you of your HESA identification number. Every student attending an institute of higher education is issued with a personal identification number by the Higher Education Statistics Agency. Please make a careful note of the following identification number: 0411242052748. In future, if you apply for further study at a higher education institute you should be asked to quote your HESA Identification Number.

Please be aware that in the case of international students who are present under Tier 4 of the Points Based System, the University is required to notify the United Kingdom Border Agency of your failure to register.

**If there has been some reason preventing you from registering, you must contact Research Student Administration for advice immediately by emailing [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) or by telephoning 0113 3434002.**

Yours sincerely

Mrs J Y Findlay  
Senior Assistant Registrar  
Research Student Administration

Cc PGR Tutor  
PGR Secretary  
Central Filing

## Appendix 3

### Examples of school communications for attendance monitoring

1. Emails
2. Letters
3. Pro-formas for meetings relating to absence follow-up
4. Fieldwork attendance record

#### 1. Emails

##### School of English emails

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##### 2<sup>nd</sup> absence email (and letter)

Dear \*Student\*,

\*Module\*

Your tutor on the above module has reported your second absence from seminars.

Seminar attendance is a compulsory element of your programme. Non-attendance at these is a breach of the rules and regulations of the University, which the School of English takes very seriously. Any absences that are incurred should be fully explained to both your module tutor *and* to my Office in advance, as outlined in the School's Undergraduate Student Handbook (available on the School's pages of the VLE (see Section 6.3)). **You must therefore contact my Office via the email or telephone number given at the bottom of this letter to explain the reason(s) for your two absences as a matter of urgency.** If your absences have been due to illness lasting more than 5 working days, you are required to provide supporting medical documentation.

You may already have made the School aware of mitigating circumstances, and if you have, please rest assured that these will have been noted. However, the School still needs to follow up any resulting non-attendance. If you have not informed us about mitigating circumstances you are experiencing which have lead to your absences, please know that support is available to you. If your difficulties relate to your academic studies, you should contact your **module tutor** or **personal tutor**, who would be happy to offer guidance. If your difficulties are of a more personal nature, the School would strongly recommend that you contact the School's Student Support Officer, Delyth Burch ([d.m.burch@leeds.ac.uk](mailto:d.m.burch@leeds.ac.uk)).

Continued non-attendance at seminars/workshops has serious consequences (up to and including exclusion from the University), so if you are experiencing serious personal circumstances which are affecting your attendance, please let us know (if you haven't already) so that the School can take these into account and offer you the appropriate support.

**Please be aware that if there is no immediate improvement in your attendance, further action will be taken.** I draw your attention to the University's Unsatisfactory Student Procedure which will be invoked if your absences continue (please see <http://www.leeds.ac.uk/qmeu/tsg/12usp.htm>).

If you have any questions, please do not hesitate to contact my Assistant, Lindsey English, on the telephone number or email below.

Yours sincerely

Nicola Wildman  
Senior Administrative Officer  
School of English  
University of Leeds  
LS2 9JT  
Telephone: 0113 343 4733  
Email: [l.english@leeds.ac.uk](mailto:l.english@leeds.ac.uk)

#### **4<sup>th</sup> absence email (and letter)**

Dear \*Student\*,

\*Module\*

Further to my email of the ..., your tutor on the above module has reported your continued absence from compulsory seminars without satisfactory explanation and/or supporting documentation. The School cannot allow your non-attendance to continue and now considers you to be in breach of the rules and regulations of the University in this respect (please see the University's Unsatisfactory Student Procedure at <http://www.leeds.ac.uk/qmeu/tsg/12usp.htm>).

You are therefore required to make an appointment to see the Attendance Tutor, Dr X, to discuss your non-attendance. Please contact my Assistant, Lindsey English, on the telephone number or email below to make an appointment as a matter of urgency.

If you are experiencing ongoing difficulties, either medical or personal, which will continue to affect your ability to attend, the School would suggest that you consider taking a period of temporary leave. If appropriate, please discuss this with the Attendance Tutor at your meeting.

Please note that failure to make an appointment within 5 working days and/or further absences will result in further, formal action being taken under the Unsatisfactory Student Procedure.

Yours sincerely

Nicola Wildman  
Senior Administrative Officer  
School of English  
University of Leeds  
LS2 9JT

Telephone: 0113 343 4733

Email: [l.english@leeds.ac.uk](mailto:l.english@leeds.ac.uk)

(This email would be modified if the student has indicated difficulties leading to non-attendance to acknowledge this, whilst still asking the student to make an appointment to see the Attendance Tutor).

#### **5<sup>th</sup> absence email (and letter)**

Dear \*Student\*,

Your tutor on the X module has reported your 5<sup>th</sup> absence from compulsory seminars.

You are therefore required to attend a meeting with the School's Director of Learning & Teaching on X at X. The meeting will be held in X. Please contact my Assistant, Lindsey English, on the telephone number or email below if you are unable to attend this meeting in order to reschedule (attendance at seminars takes priority). Following that meeting, the Director of Learning & Teaching will decide whether you should be issued with a First Formal Warning under the University's Unsatisfactory Student Procedure (please see <http://www.leeds.ac.uk/qmeu/tsg/12usp.htm>).

Yours sincerely

Nicola Wildman  
Senior Administrative Officer

School of English  
University of Leeds  
LS2 9JT

Telephone: 0113 343 4733  
Email: [l.english@leeds.ac.uk](mailto:l.english@leeds.ac.uk)

(This email would need to be amended for each student. I will aim to summarise the case so far with the student ie. 'you have been sent the following warnings, and contacted the office to explain that... You failed to attend a meeting with your attendance tutor', etc. This can then work to both remind the student of their situation and to inform DoLT of where we're at with it).

### **First Formal Warning:**

Dear X,

First Formal Warning

It has been reported to me that your work and attendance in English has been unsatisfactory this session. You have also failed to attend arranged meetings to explain the reason for your absences.

I am writing to remind you of the regulations of the University, that if your attendance and/or work are unsatisfactory you may either be required to withdraw permanently from the University or you may be excluded from the examinations. I am sure you will appreciate the seriousness of the position. It is important that you contact Mrs Nicola Wildman in the first instance, who will advise you of what is required to enable you to retrieve your position.

This warning is copied to the Office of Academic Appeals and Regulation and will remain on your file throughout your academic career. If we find that there is no improvement straightaway in your attendance and that you have made no serious attempt to recover, a second formal written warning will be issued and you may be required to attend an interview with the Office of Academic Appeals and Regulation. The current regulations on the Unsatisfactory Students procedure are published in the Taught Students Guide, available on the University's website: <http://www.leeds.ac.uk/qmeu/tsg/>.

Yours sincerely,

### **Second Formal Warning:**

Dear X,

Second Formal Warning

Following my letter of ..., it has been reported to me that you have missed a further 'module' seminar, bringing your total absences for this module to .... You have also failed to submit unassessed essays for ... this semester, including 'module'...

You have provided no satisfactory explanation for your underperformance and in accordance with the Unsatisfactory Students Procedure, I am writing to issue you with a Second Formal Warning.

This letter is being copied to the Office of Academic Appeals and Regulation where your future in the University will be considered. This may lead to your being required to withdraw permanently from the University. The current regulations on the Unsatisfactory Students Procedure are published in the Taught Students Guide, available on the University's website: <http://www.leeds.ac.uk/qmeu/tsg/>.

Yours sincerely,

## Faculty of Biological Sciences emails

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### Informal warning (e-mail only)

Dear

On checking the attendance registers it appears that you have missed **xxxx** so far this semester. **Attendance at lectures, practicals and tutorials is compulsory for all modules** and an explanation should be provided for any absence. If you are unable to attend because of illness you must complete a Self Certification form as soon as you recover (the forms are available from the Undergraduate School Office on Level 7 of the Irene Manton Building) or provide a doctor's note if your absence is for more than 1 week (or if you miss any assessment, no matter how short the absence). If you are aware that you will be absent in advance of the class, you should approach your tutors for their permission (a form for this purpose is also available from the Undergraduate School Office).

You should contact the tutors of any lectures or practicals which you have missed to ensure that you catch up with all the work.

If there is no immediate improvement or satisfactory explanation and your case is judged to be sufficiently serious you will be issued with a formal written warning. Continued unsatisfactory attendance could result in your being required to withdraw from the University. For information about the Unsatisfactory Students Procedure, see [http://www.leeds.ac.uk/AAandR/unsatis\\_stu\\_proc.htm](http://www.leeds.ac.uk/AAandR/unsatis_stu_proc.htm).

Yours sincerely

Programme Administrator on behalf of Programme Leader

cc: Programme leader, Personal Tutor, Programme Administrator/Student File

### First Formal Written Warning (Letter & e-mail)

Dear

#### Unsatisfactory Students Procedure: First Formal Written Warning

It has been reported to me that your work and attendance in **[subject]** has been unsatisfactory this session.

I am writing to remind you that the regulations of the University provide that if your attendance and/or work are unsatisfactory you may either be required to withdraw permanently from the University or you may be excluded from the examinations. The current regulations are published in the Taught Students Handbook and are available on the web at [http://www.leeds.ac.uk/aaandr/unsatis\\_stu\\_proc.htm](http://www.leeds.ac.uk/aaandr/unsatis_stu_proc.htm). I am sure you will appreciate the seriousness of the position.

It is important that you contact **[NAME]** in the first instance, who will arrange a meeting with you to advise what is required to enable you to retrieve your position.

Yours sincerely

Director, Undergraduate School

cc: Dr C A G Brooks, Head of Academic Appeals & Regulation, Personal tutor, Programme Leaders, Programme administrator/Student File

SID No, FULL NAME, PROGRAMME

## **Second Formal Written Warning (Letter and e-mail)**

Dear

### **Unsatisfactory Students Procedure: Second Formal Written Warning**

It has been reported to me that your work and attendance continue to be unsatisfactory.

You have provided no satisfactory explanation for your underperformance and in accordance with the procedure published in the Taught Students handbook and available on the web [http://www.leeds.ac.uk/aaandr/unsatis\\_stu\\_proc.htm](http://www.leeds.ac.uk/aaandr/unsatis_stu_proc.htm) I am writing to issue you with a Second Formal Written Warning.

This letter is being copied to the Office of Academic Appeals and Regulation where your future in the University will be considered. This may lead to your being required to withdraw permanently from the University.

Yours sincerely

Director, Undergraduate School

cc: Dr C A G Brooks, Head of Academic Appeals & Regulation, Personal tutor, Programme Leaders, Programme administrator/Student File

SID No, FULL NAME, PROGRAMME

### **Faculty of LUBS TPG emails**

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### **Unsatisfactory Students Procedure: Informal Warning**

Our records show that you have missed 3/6 overall sessions.

As you will know from the information provided in the University attendance policy and Taught Student Guide, it is a requirement of the University that you attend lectures and seminars regularly and an explanation is provided for any absence. Our primary reason for following up on your absences is to ensure that you are well and there are no issues affecting you or your studies. We also need to ensure that you have had satisfactory amounts of teaching to prepare you for assessment. We also have a requirement from the UKBA to report unauthorised absences of students holding student visa.

**If there are any medical or other valid reasons for your absence could you please let me know as soon as possible.**

If you are unable to attend the University, for medical or other reasons, you should submit an absence notification form via the Portal (Portal > Student Services & Admin tab > Log me into Student Services > Registration & Student Records tab > Absence Notification) in advance of the absence if possible, or as soon as practical afterwards.

You should contact the tutors of any lectures or seminars which you have missed to ensure that you catch up with all the work.

Whilst our primary concern is that you are well if there is no immediate improvement or satisfactory explanation and your case is judged to be sufficiently serious you will be issued with a formal written warning. Continued unsatisfactory attendance could result in your being required to withdraw from the University. For information about the Unsatisfactory Students Procedure, see [http://www.leeds.ac.uk/AAandR/unsatis\\_stu\\_proc.htm](http://www.leeds.ac.uk/AAandR/unsatis_stu_proc.htm).

**Always remember to sign the attendance list for each class or you will be marked absent.**

## **2. Letters**

### **Faculty of LUBS TPG Letter – First Formal Written Warning**

-----

#### **First Formal Written Warning**

**Tuesday, 05 July 2011**

**L. Student**  
**200xxxxxx**  
**MA Human Resource Management**

Dear L,

#### **Unsatisfactory Students Procedure: First Formal Written Warning**

It has been reported to me that, despite reminders your attendance has been unsatisfactory this session. Our immediate worry is for your well being, if there are any factor affecting your study please bring them to our attention so we can look at ways of supporting you, however we also want to ensure you have had satisfactory amounts of teaching to prepare you for assessment.

I do need to remind you though the regulations of the University provide that if your attendance is unsatisfactory you may either be required to withdraw permanently from the University or you may be excluded from the examinations.

The current regulations are published in the Taught Students Guide and are available on the web at [http://www.leeds.ac.uk/aaandr/unsatis\\_stu\\_proc.htm](http://www.leeds.ac.uk/aaandr/unsatis_stu_proc.htm). I am sure you will appreciate the seriousness of the position.

It is important that you contact Samantha Robinson ([pgoffice@lubs.leeds.ac.uk](mailto:pgoffice@lubs.leeds.ac.uk)) in the first instance, who will arrange a meeting with your Programme Director to advise what is required to enable you to retrieve your position.

Yours sincerely

Tony Aldred  
Director of Postgraduate Programmes

Cc: PD, Student File

#### **Second Formal Written Warning**

**Tuesday, 05 July 2011**

L. Student  
200xxxxxx  
MA Human Resource Management

Dear L,

**Unsatisfactory Students Procedure: Second Formal Written Warning**

It has been reported to me that your work and attendance continue to be unsatisfactory.

You have provided no satisfactory explanation for your underperformance and in accordance with the procedure published in the Taught Student Guide and available on the web at [http://www.leeds.ac.uk/aaandr/unsatis\\_stu\\_proc.htm](http://www.leeds.ac.uk/aaandr/unsatis_stu_proc.htm) I am writing to issue you with a Second Formal Written Warning.

This letter is being copied to the Office of Academic Appeals and Regulation where your future in the University will be considered. This may lead to your being required to withdraw permanently from the University.

Yours sincerely

Tony Aldred  
Director of Postgraduate Programmes

cc: Dr C A G Brooks, Head of Academic Appeals & Regulation, Programme Director, Student File  
SID No, FULL NAME, PROGRAMME

**3. Meeting pro-formas**

School of Physics and Astronomy meeting pro-formas  
-----

**Unsatisfactory Performance in Degree Programme**

***Meeting with 1<sup>st</sup> year Convenor***

Student's Name: \_\_\_\_\_  
Date of this meeting: \_\_\_\_\_  
Reason for unsatisfactory performance: \_\_\_\_\_

(eg attendance, homework, etc)

In this meeting the student was reminded of the “University of Leeds Learning & Teaching Partnership Agreement”:

(Yes / No)

\_\_\_\_\_

In this meeting the student received a paper copy of the “Unsatisfactory Students Procedure” document ([http://www.leeds.ac.uk/AAandR/unsatis\\_stu\\_proc.htm](http://www.leeds.ac.uk/AAandR/unsatis_stu_proc.htm)):

(Yes / No)

\_\_\_\_\_

A summary of the reasons for unsatisfactory performance given by the student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The first year convenor was satisfied with the student’s reasons for unsatisfactory performance:

(Yes / No)

\_\_\_\_\_

**If “No” then the student was given a verbal “informal warning”.**

The student has been advised to speak to his personal tutor about the outcome of this meeting:

(Yes / No)

\_\_\_\_\_

Signed by the Student:

\_\_\_\_\_

Signed by the Convenor:

\_\_\_\_\_

## **Meeting with Director of Learning and Teaching**

Student's Name: \_\_\_\_\_  
Date of this meeting: \_\_\_\_\_

Reason for unsatisfactory performance:  
(eg attendance, homework, etc) \_\_\_\_\_

In this meeting the student was reminded of the "University of Leeds Learning & Teaching Partnership Agreement": Yes:

In this meeting the student received a paper copy of the "Unsatisfactory Students Procedure" document ([http://www.leeds.ac.uk/AAandR/unsatis\\_stu\\_proc.htm](http://www.leeds.ac.uk/AAandR/unsatis_stu_proc.htm)): Yes:

A summary of the reasons for unsatisfactory performance given by the student:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Director was satisfied with the student's reasons for unsatisfactory performance:  
(Yes / No) Yes:  No:

**If "No" then the student was given in the meeting a "first formal written warning".**

The student has been advised to speak to his personal tutor about the outcome of this meeting:  
Yes:

Signed by the Student: \_\_\_\_\_

Signed by the Director: \_\_\_\_\_

## **Meeting with Head of School**

Student's Name: \_\_\_\_\_

Date of this meeting: \_\_\_\_\_

Reason for unsatisfactory performance:  
(eg attendance, homework, etc) \_\_\_\_\_

In this meeting the student was reminded of the "University of Leeds Learning & Teaching Partnership Agreement":  
(Yes / No) \_\_\_\_\_

In this meeting the student received a paper copy of the "Unsatisfactory Students Procedure" document ([http://www.leeds.ac.uk/AAandR/unsatis\\_stu\\_proc.htm](http://www.leeds.ac.uk/AAandR/unsatis_stu_proc.htm)):  
(Yes / No) \_\_\_\_\_

A summary of the reasons for unsatisfactory performance given by the student:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Head was satisfied with the student's reasons for unsatisfactory performance:  
(Yes / No) \_\_\_\_\_

**If "No" then the student was informed that they would shortly be receiving by post a "second formal written warning".**

The student was informed of the consequences of further unsatisfactory performance, in that the School would ask the Pro-Vice Chancellor to permanently exclude the student from the University of Leeds:  
(Yes / No) \_\_\_\_\_

The student has been advised to speak to his personal tutor about the outcome of this meeting:  
(Yes / No) \_\_\_\_\_

Signed by the Student: \_\_\_\_\_

Signed by the Head: \_\_\_\_\_

**5.Fieldwork attendance record**

**GEOG1240 Geographical Scholarship and Field Class**

**Log of Attendance at Group Meetings (FORM 3M)**

Fieldwork Tutor: \_\_\_\_\_

Fieldwork Topic/Title: \_\_\_\_\_

- Please keep a log of individual attendance at all group meetings (including visits to the field). It is the responsibility of all members of the group to keep accurate records of meeting attendances and submit this with your final group report.
- If the group experience any problems regarding lack of attendance by an individual(s) make sure you discuss this with your fieldwork leader as soon as possible.

Meeting Number	Day & Date	Brief description of type of Meeting (include group meetings with and without fieldwork group leader)	Student Names						
			Name 1:	Name 2:	Name 3:	Name 4:	Name 5:	Name 6:	
1.									
2.									
3.									

(Expand/duplicate as appropriate)

Please include note regarding attendance issues here:

*This meeting should be handed in with your final field group report, which is due 2.30pm, Friday 24/4/2009 (end of ninth week of semester 2). Thank you.*

## Appendix 4 – Central monitoring system

A new attendance monitoring system has been developed by the ISS SIMS team based on requirements gathered from staff across all of the faculties of the University. It features new web pages in Faculty Services the purpose of which is to:

- Give staff a straightforward method of selecting the teaching, research or pastoral activities at which attendance will be monitored and print off a list of all students who are expected to attend each occurrence of the teaching activity that is to be monitored. This report will have a blank signature box against each student's name so that it may be used as a sign in sheet
- Give staff a straightforward method of recording any absences from monitored teaching activities based on the completed attendance registers or at a later date where students have reported reasons for absence after the event
- Offer both academic and administrative staff the facility to indicate whether the absence has been authorised or not and have the capability to record comments if required. It will also be possible to amend earlier decisions where a student later provides suitable evidence such as a medical certificate to justify their absence.
- Create an ad-hoc activity, such as a non-timetabled seminar or tutorial, at which attendance will be monitored and to identify the student(s) expected to attend the activity. However, it is anticipated that as many activities as possible will be scheduled in Syllabus+ to enable students to see them in their online timetable and to save staff having to create their own lists

A tag will be set in the Syllabus+ Teaching Timetable on each teaching activity at which attendance is to be monitored.

Reports are being provided to show staff responsible for monitoring attendance at teaching activities:

- Activities in a requested time period where attendance is to be monitored
- Activities where attendance has not yet been recorded
- Students who do not have any monitored activities in a requested time period
- Monitored attendance records for a selected student in a given time period
- To identify any students who have more than a specified number of authorised or unauthorised absences recorded in a specified time period. This report will have the ability to report absences for selected programmes or modules

Where schools already have in place their own attendance monitoring system, an upload facility has been provided to load attendance details in a prescribed format from the school's system to the new central system.

Emails are being sent to designated recipients in schools to identify any students who have more than a specified number of authorised or unauthorised absences recorded in a specified time period. Schools are able to configure this email to control the frequency with which the email is produced and the number of absences in the period which will trigger the email being sent.

Secure access to the attendance monitoring functionality is controlled by authentication using an ISS assigned user name.

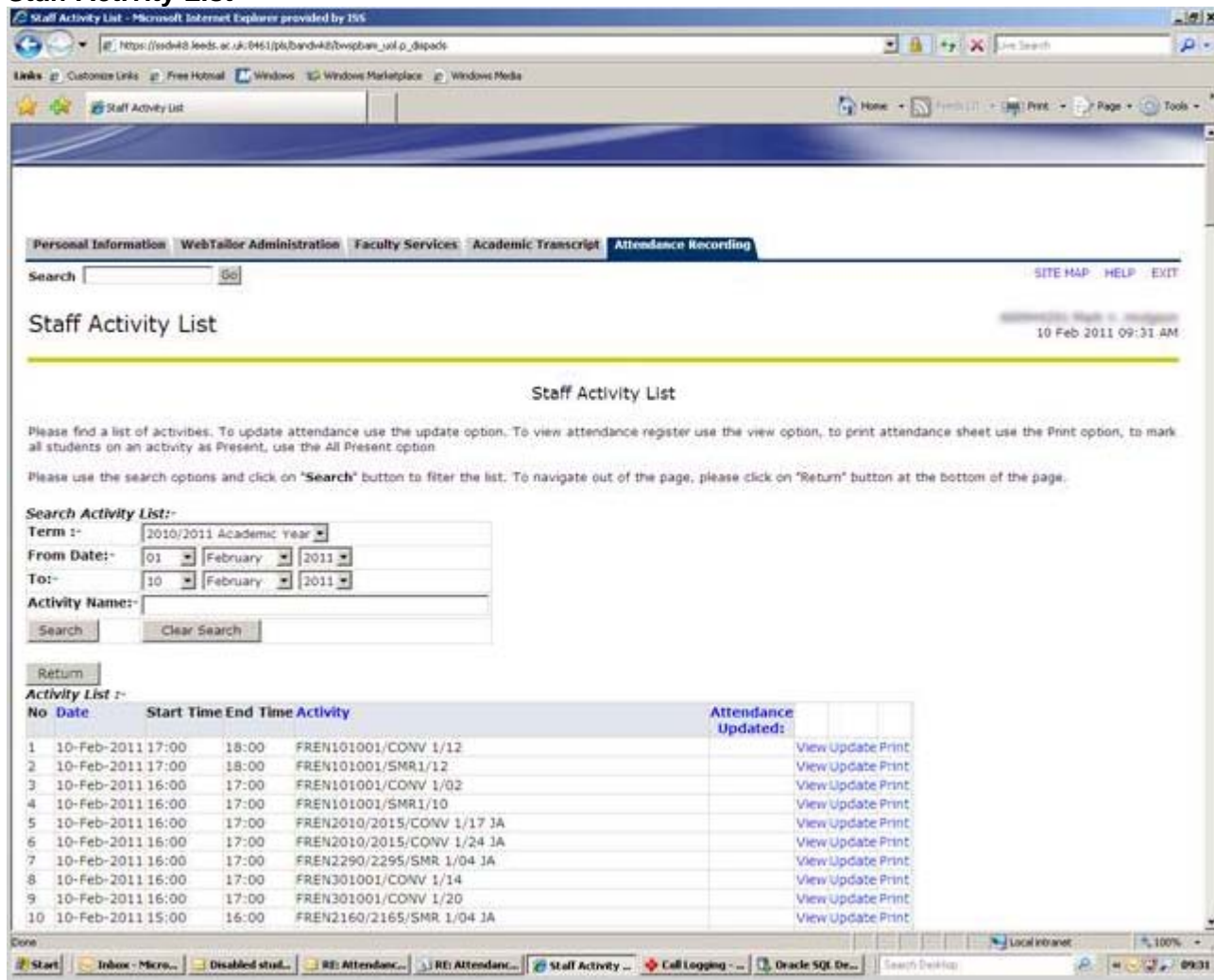
The data entered into the central attendance monitoring system is managed by Student Administration.

The processes used for monitoring attendance will assist the University to meet its obligations under the Points Based System legislation.

## Staff View



## Staff Activity List



## Update attendance List

**Update Attendance Details**

Please use the form below to record attendance for an activity. Please click on "Save and Continue" button to save changes you made. You can use the "next and previous page" navigation options for any activity that extends to more than one page. To navigate out of the page, please click on "Return" button at the bottom of the page, any changes made would not be save.

**Activity :-** FREN101001/CONV 1/12  
**Date :-** 10-FEB-11      **Time :-** 17:00 - 18:00

Select attendance to view:

[All Present](#)

Displaying 1 - 8 of 8

No	Student ID * Name	Email	Present	Absent	Explained Absence	Absence Requested	Comment
1	Barney, Andrew M	j110a3b@leeds.ac.uk	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please select
2	Hodges, Rory M	ml10rh@leeds.ac.uk	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please select
3	Holland, Alex K	js10arh@leeds.ac.uk	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please select
4	Lavson, Stuart A	j110sl@leeds.ac.uk	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please select
5	Peacock, Dennis J	j110dps@leeds.ac.uk	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please select
6	Smithers, Dennis J	j110d2s@leeds.ac.uk	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please select
7	Winnard, Natalie Anne Louise	sd10nalw@leeds.ac.uk	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please select
8	Wood, George C	j110gcw@leeds.ac.uk	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please select

RELEASE: 7.4      Powered by SUNGARD SCT HIGHER EDUCATION

## Activity Class List

**Activity Class List**

Staff Name :

Activity Name:

Date:       Time :

WARNING: Please note that you are not allowed to sign the attendance sheet for another student.

No	Name :	Student Id :	Programme :	Signature :
1	Barney, Andrew Mark	*****4199	BA-FREN&MUSC	
2	Hodges, Rory Macdonald	*****1713	BA-FREN	
3	Holland, Alex Rose	*****7810	BMC-CHEM	
4	Lavson, Stuart Andrew Corrie	*****5681	BA-FREN&SPAN	
5	Peacock, Dennis	*****2094	BA-FREN&IT/A	
6	Smithers, Dennis Joseph	*****6729	BA-FREN&HIST	
7	Winnard, Natalie Anne Louise	*****4735	BA-TEXT/A&DN	
8	Wood, George Charlotte	*****8801	BA-FREN&SPAN	

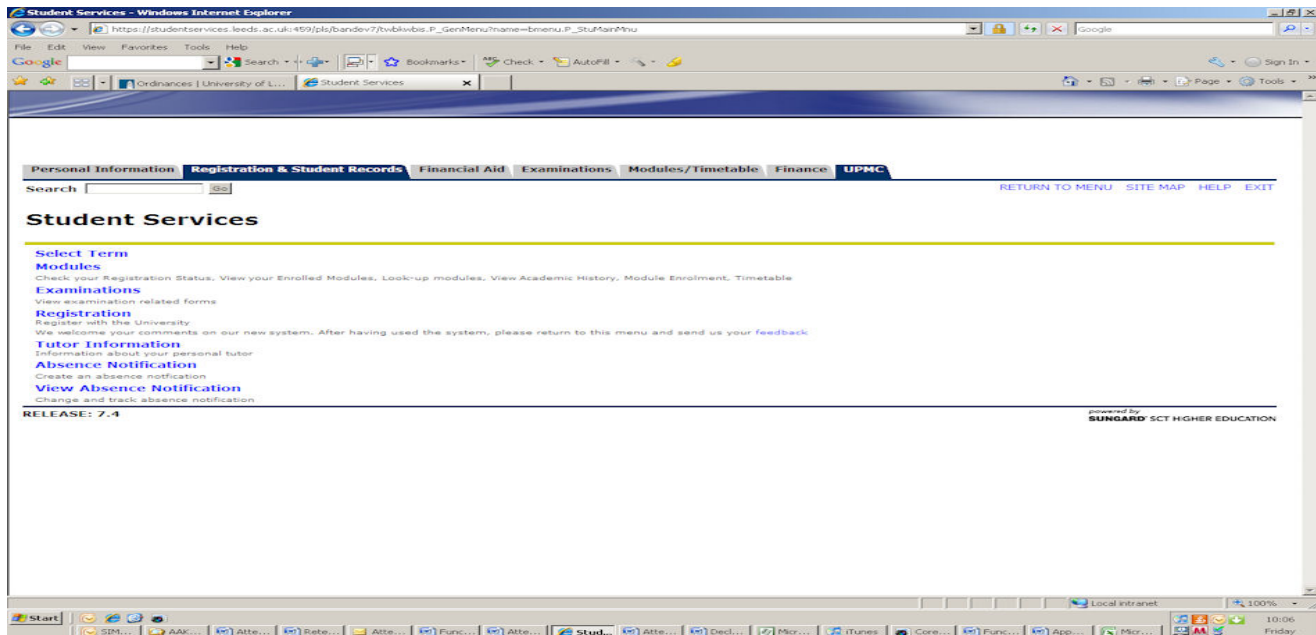
Staff Name & Signature : \_\_\_\_\_

PL/PDF Trial

## Facilities for Students

A web form is provided in Student Services which will be used by students to report absences in a specified time period and the reason for absence. This information can then be used by school administration staff to determine if the absence is to be classed as authorised and if so the corresponding attendance records will be updated accordingly.

## Student View




## Absence Notification

### STUDENT ABSENCE NOTIFICATION DETAILS

Please use the form below to submit an absence notification.

You must provide the start date of the absence. If you would be absent for a full day or you cannot provide us the end date for your absence, please tick the "Absent all Day" checkbox. Please select a reason from the list provided and give a brief explanation for your absence.

 Please be advised if you wish to claim mitigation in respect of absence from an examination or adverse circumstances affecting your performance in an examination, coursework or any other assessment; then you must inform your parent department and follow the appropriate procedures.

\* - indicates a required field.

<b>First Day of Absence:-*</b>	None	None	2011
<b>Absent all day:-</b>	<input type="checkbox"/>		
<b>Start Time:-</b>	None	<b>End Time</b>	None
<b>Last Day of Absence:-</b>	None	None	2011
<b>Reason for Absence:-*</b>	Please select		
<b>Explanation for Absence:-*</b>	<input type="text"/>		

# View Absence Notification Details

Search

## Absence Notification

### STUDENT ABSENCE NOTIFICATION DETAILS

A list of absence notification is given below.

You can edit a notification if there is no decision on it yet.

Select a term to view attendance record:-

#### Absence Details For 2010/2011 Academic Year

No	Start Date	End Date	Start Time	End Time	No. of Days	Reason for Absence	Acknowledged	Make Changes
1	07-Oct-2010	07-Oct-2010	00:00	00:00	1	<b>Sickness</b> Feeling unwell	Acknowledged	
2	28-Oct-2010	28-Oct-2010			1	<b>Sickness</b> I have been put on new medication by my doctor and have been affected by their side effects with nausea and migraines. I am going back to the doctors today and can produce a doctor's note if necessary.	Acknowledged	
3	02-Nov-2010	02-Nov-2010			1	<b>Sickness</b> Feeling unwell, a doctor's note has been forwarded to the school from Leeds Medical Practise.	Acknowledged	
4	03-Mar-2011	03-Mar-2011	08:00	23:30	1	<b>Sickness</b> Tummy Ache	No Decision	<a href="#">Edit</a>

July 2011