



University Student Attendance Policy

Table of Contents	<ol style="list-style-type: none">1 Purpose2 Scope3 Definition4 Key Principles<ol style="list-style-type: none">4.1 Expectations of attendance4.2 Absences4.3 Disabled Student4.4 International Students5 Data Protection and Privacy6 Equality Impact Assessment7 Review of Policy
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Who can help?	<p>The Academic Registrar is the custodian of this Policy on behalf of ESEC and, as such, can provide support and advice with the application of this policy.</p> <p>Students and staff can find further guidance and advice on the policy and procedures outlined at My Napier or by emailing your School Office or Student Administration</p> <p>International students can get advice from visacompliance@napier.ac.uk</p>
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Other Support/documents	<p>Student Community Code</p> <p>Fit to Sit Regulations – for issues which affect assessments</p> <p>Disability inclusion team – support with reasonable adjustments</p>
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1 Purpose

Student attendance supports engagement in the academic community which in turn enables positive academic outcomes and promotes wellbeing.

In addition, the University is required to monitor and report on student attendance to ensure that regulatory and visa compliance obligations are met.

Attendance and participation in learning activities are essential to student success and student experience. Student wellbeing is a priority for the University and poor attendance may be an early indication of a wellbeing issue.

The purpose of the Student Attendance Policy is:

- To support the student experience and enable student success, ensuring student access to high quality academic knowledge, debate and resources.
- Early identification and support for students who may be struggling.
- Compliance by the University and students with the requirements of external agencies, such as the UK Visas and Immigration (UKVI) and SAAS/the SLC.
- Reporting absences to employers, Professional Statutory Regulatory Bodies (PSRBs), or other sponsors where they are funding/co-funding course fees and this has been agreed as part of a student's registration.

2 Scope

This Policy applies to all undergraduate and taught postgraduate students studying on one of the University's campuses in Edinburgh for a named award of the University as set out in the University's regulations. Research postgraduate students should refer to the University Research Degrees Framework and/or take advice from the Doctoral College.

In addition to this Policy, there are important additional requirements for international students studying on a student visa. Students must familiarise themselves with the information here: [International Students](#).

There may also be specific requirements of Professional Statutory and Regulatory Bodies (PSRBs) which accredit the university's awards or the profession a student wishes to enter following their studies. Students will be informed of this by their programme team, and can seek further advice from their programme leader.

Students who are studying an Edinburgh Napier University award in a country other than Scotland should check attendance requirements at their host institution.

This Policy is complemented by a Student Attendance Process, which outlines the steps that should be taken to enact this Policy in practice. Whilst the Policy is approved by the University's Education & Student Experience Committee, the Process is approved by the Academic Registrar in liaison with stakeholders including the Deputy Vice Chancellor.



3 Definitions

Attendance refers to a student's **physical or virtual presence** at a scheduled learning activity for which participation is expected.

This includes, but is not limited to:

- On-campus activities such as lectures, seminars, tutorials, laboratories, workshops, placements, examinations, or required meetings.
- Online or blended activities such as Moodle discussions or online timetabled learning events.

Attendance is typically measured by whether the student is present for all or part of the scheduled activity, regardless of the level of interaction during that activity.

This policy is specifically concerned with attendance which is distinct from 'participation' and 'engagement':

- 'Participation' is active contribution in a programme by a student, including face-to-face, online and through independent study.
- 'Engagement' is broader than attendance or participation and reflects a student's overall commitment to, and investment in, their programme of study.

4 Key Principles

4.1 Expectations of attendance

The University believes students are active participants in their individual learning experience and they share responsibility for fostering a positive and collaborative learning environment that supports the success of themselves and their peers.

Furthermore, there are requirements by external agencies that accurate information regarding student attendance and participation is monitored and, in some cases, reported.

Therefore, all students on taught programmes are expected to;

- Attend, on time, all timetabled learning activities (e.g. lectures, tutorials, labs, workshops, class tests, online sessions, placements, centrally timetabled exams and other timetabled activities).
- engage with online learning including through the VLE.

This policy ensures attendance is monitored for the reasons outlined, however it is situated in the University's commitment to support student with their engagement with the University Community as set out in the [Student Community Code](#).

4.2 Recording Attendance



Students are expected to record attendance at in person classes accurately and honestly at all of their timetabled activities. Fraudulent use of the Check In would be considered under the student disciplinary regulations in line with any other misconduct and can result in serious consequences.

4.3 Monitoring Attendance

Attendance will be checked at intervals throughout the trimester and appropriate contact will be attempted with all students who are reported as having attended less than 80% of possible teaching events to explore barriers to attendance and participation. Where deemed necessary students may be referred to appropriate support services (e.g., student wellbeing, academic skills) to find ways to support appropriate attendance.

Persistent failure to attend timetabled activities or engage with their programme without valid reason may lead to intervention under relevant University processes.

- Persistent non-attendance or participation by Home students may result in notification being sent to SAAS and SLC with may affect tuition fees and student loans.
- For visa regulated students, continued nonattendance will lead to escalation under the University's statutory reporting requirements.

4.4 Absences

It is understood that there may be circumstances which prevent a student from attending a timetabled activity or engaging with the VLE.

One-off or very occasional absences do not normally need to be reported, although students may wish to inform the relevant tutor if it is a face to face session as a matter of courtesy.

If a student is unwell, in need of additional support, or require adjustments they should use the Fit to Sit Regulations to inform the university of their absence. If approved this will be taken into account

Longer term absences (e.g. more than 20 consecutive days), even where approved via fit to sit may require a break in studies (suspended study, leave of absence, break in training). Help and advice on the best option is available to students from their PDT, programme team, School Office, Student Wellbeing team and ENSA Advice. Such absences will normally be reported to relevant external agencies.

4.3 Disabled Students

Disabled students or those who have approved enduring conditions may have a Learning Profile developed in liaison with the Disability Inclusion Team. For some students the learning profile may include some adjustments to their required attendance although not usually their participation with the programme. If a Learning Profile affects attendance this will be taken into account as part of the implementation of this Policy.



4.4 International Students

For students who hold a student visa (formerly Tier 4), low attendance and participation beyond accepted tolerances can have potentially serious implications because the UK Government attach conditions to the visa which must be fulfilled. These conditions include the requirement for regular attendance and participation in all aspects of learning and study. The University has a legal responsibility to record and report attendance and participation to the Home Office.

5 Data Protection and Privacy

Attendance and participation data collected is used for:

- Monitoring participation and supporting student success and promoting student wellbeing.
- Meeting statutory compliance requirements (for example to the funding bodies), including visa monitoring.

Data is processed in line with University data protection obligations, which includes ensuring that reasons for absences are only available to staff with a legitimate need to know.

6 Equality Impact Assessment

The University appreciates that difficulties in meeting attendance requirements can occur and will make reasonable adjustments for students in protected groups and with disabilities in line with the Equality Act 2010.

It is noted that indirect discrimination could occur unintentionally in the application of this Policy and care will be taken in regard to implementation (e.g. against those with caring responsibilities or students undertaking religious observance). This is mitigated by the publication of the student timetable taking place as early as possible prior to the start of each trimester to enable students to plan caring or religious responsibilities. Students may also request a change to their timetable during the first three weeks of trimester which will be granted if an alternative session is available.

Students should contact their PTD, Programme Leader or School Office if they anticipate any difficulty in meeting the expectations outlined in this policy, so that support and guidance can be provided.

7 Review of Policy

This policy will be reviewed every four years to ensure it remains aligned with University regulations, sector expectations, and legal requirements.

Author	Head of Student Administration, School Support Service
Approved by	ESEC
Date First Approved	<date>
Last Review Date	
Review Frequency	Four years (with initial sense check after 12 months)