

## UCB HE Attendance Policy

Owner: Attendance Supervisor

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## 1.0. Introduction and Objectives

- 1.1. University College Birmingham (UCB) is committed to providing high quality education and training and recognises that attendance and engagement with a programme of study significantly contributes to successful academic outcomes for students.
- 1.2. This policy aims to provide information to students and staff about the processes related to attendance and engagement monitoring to ensure that attendance data is collected accurately and utilised appropriately.
- 1.3. This policy will outline the expectations, procedures, and guidance for attendance monitoring to enable the University to provide support for students to maximise their learning opportunities allowing students to thrive academically, socially and emotionally.
- 1.4. This policy supports the University in complying with accreditation, regulatory and/or legislative obligations from external bodies that relates to student attendance.
- 1.5. This policy should be read in conjunction with the [Code of Practice on Student Engagement and Reasonable Diligence Policy](#) and [General Student Regulations](#).

## 2.0. Scope and Definitions

- 2.1 This policy applies to all students studying at University College Birmingham. Including Undergraduate and Postgraduate students.
- 2.2. This policy will use “student” to refer to all undergraduate, taught postgraduate and Block students (for example, Hong Kong block students) and HE apprentices who are enrolled and registered at UCB.
- 2.3. This policy defines “Attendance” as the activity of attending scheduled academic sessions face-to-face or online.
- 2.4. This policy defines “authorised absence” as any absence that has been communicated by a student to the Attendance Team at UCB and has been approved as meeting the criteria for authorisation. Authorised absences remain counted as an absence in official attendance figures but will not be counted in the overall percentage figure used to monitor engagement.
- 2.5. This policy does not supersede any attendance requirements for programmes accredited by Professional Statutory and Regulatory Bodies.

### 3.0. Attendance Expectations

- 3.1. UCB expects students to attend all scheduled sessions on their timetable. This includes all events set out in the course specification.
- 3.2. Where this is not possible, due to unforeseen circumstances, the minimum attendance threshold is 80%.
- 3.3. UCB expects students to be punctual to all teaching events so as not to disrupt the learning of others. It is important that students arrive on time. Punctuality will be recorded as part of attendance monitoring.
- 3.4. Students undertaking a period of time in industry or study at another HE institution are expected to attend that placement or period of study away from the University.
- 3.5. Students are expected to familiarise themselves with the attendance policy and ensure that they engage with the attendance recording methods used by the University.
- 3.6. UCB reserves the right to withdraw a student from a programme where their level of attendance and academic progress is deemed to be unsatisfactory.
- 3.7. Tier 4 students are subject to additional attendance requirements of the UKVI. These requirements are subject to change in response to developments in the UKVI policy, students will be informed by the University of any changes. Non-compliance of attendance requirements for the UKVI can result in withdrawal from the University.
- 3.8. UCB reserves the right to suspend student finance if attendance expectations are not met.

### 4.0. Responsibilities of Staff

- 4.1. It is the responsibility of staff teaching or supervising students to monitor and record attendance in accordance with this policy.
- 4.2. The Online Register system is accessible 24/7 on the UCB portal. Completion of daily registers should take place at the start of sessions. There are 5 register codes available when marking the register; Present, Absent, Late, Early Leaver and Not Required (See Appendix A).
- 4.3. Failure to complete registers in a timely manner affects the reliability and accuracy of attendance and engagement monitoring and may cause students to fall below the attendance threshold. Automated notifications will be sent daily to staff who are assigned to a session which has an incomplete register submission. The attendance team will also contact staff on a weekly basis to submit incomplete registers.

4.4. It is the responsibility of teaching staff to make corrections to register submissions where an attendance mark has been given in error. Amendments to submitted registers will be reviewed and confirmed by the Attendance team, this review will include the use of turnstile data to verify physical attendance to a session.

4.5. Teaching staff are responsible for monitoring and identifying any students who are using self-registration for a session but are not in attendance. Any misuse of self-registration should be noted on the register against the student in question and reported to the programme lead to initiate an investigation.

4.6. Where a student has contacted the Attendance team and their Tutor of their absence from a session, this should be logged on the HE Absence Log and will subsequently appear on any relevant registers.

4.7. Where a student has been granted an authorised absence, it is the responsibility of the Attendance team to process this authorisation against any register submissions.

4.8. It is the responsibility of academic staff to inform the Timetabling team of any changes to scheduled events so that registers remain up to date.

## 5.0. Responsibilities of Students

5.1. Students are expected to fully participate in their programme of study and to actively engage and take responsibility for their learning.

5.2. Students are expected to attend and participate in all timetabled lessons; in-person and online.

5.3. Students are responsible for routinely checking their attendance record and alerting the Attendance Team and their lecturers if there are any discrepancies.

5.4. Students should notify their lecturers and the Attendance Team of an absence in advance or as soon as possible following an absence. In the case of an authorised absence all requests should be submitted for approval prior to the date of absence, authorisations will not be granted retrospectively.

5.5.1 Students who are not attending and engaging are required to:

5.5.2. Apply for a deferral and return to complete their studies at a later date.

5.5.3. Withdraw from their studies permanently.

## 6.0. Responsibilities of the Attendance Team

- 6.1. Administering the group management system for checking enrolments and assigning students to the correct timetable group.
- 6.2. Maintaining registers for all timetabled events and communicating with academic staff to ensure accuracy and completion of registers.
- 6.3. Supporting staff with access to attendance reports and data as required.
- 6.4. Identifying and reporting instances of fraudulent self-registration to tutors and department heads.
- 6.5. Logging absences on the HE Absence Log and processing submitted authorisation requests.
- 6.6. Responding to student and staff queries regarding timetable groups, register allocations and attendance data.

## 7.0. Attendance Recording

- 7.1. Attendance will be recorded for all students for compulsory timetabled activities using the register system on the UCB Portal. Students are required to self-register for all scheduled lectures, workshops and seminars at the beginning of class using Online Registration on the student dashboard, as outlined in the Self-registration Guide.
- 7.2. Attendance monitoring is linked to the University timetable system and the campus turnstile system. To use Online Registration for a session the student must be allocated to the associated timetable group and have swiped onto campus using the card readers at the entrance of the building where the event is due to take place.
- 7.3. If a student is unable to use self-registration it is their responsibility to report this to a member of staff promptly so that they can be manually marked as present on the register.
- 7.4. Any students who do not self-register and fail to inform a member of staff that they need to be marked present manually will receive an absent mark.
- 7.5. Students will be able to view their own attendance data on the student dashboard. If there are any discrepancies the student should contact the member of staff responsible for the session to amend the mark. If staff are uncertain about the attendance of a student to a session, they should contact the Attendance Team to provide turnstile data for the date and time in question.



## **7.6. Fraudulent Attendance**

7.6.1. Student ID card use is personal to the individual whom it is issued to. Students are under no circumstances permitted to allow their student ID card to be used by another individual. If students are found to be swiping other students' ID cards on the turnstiles or allowing their ID to be swiped in by others so that they can self-register for a session without attending, this will constitute a breach of the [University Code of Practice on Discipline](#) and will not be tolerated.

7.6.2. Any suspected misuse of ID cards should be reported to the reception/security team.

## **7.7. Lost or Stolen ID Cards**

7.7.1. Lost or stolen ID cards must be reported to reception/security team as soon as possible. This will allow the old card to be deactivated, and a replacement card issued once the online payment of £5 has been received.

## **8.0. Monitoring Attendance**

8.1. Attendance data will be used to determine where students are attending and engaging at a level expected or required by their programme.

8.2. Where there are concerns surrounding attendance, intervention processes will be initiated. Every effort will be made to contact and re-engage students informally. Where these interventions are unsuccessful then formal interventions will begin. Refer to section 8.3. of the Code of Practice on Student Engagement and Reasonable Diligence Policy for more information on the escalation procedure and stages.

## **8.4. Dissertation and Placement**

8.4.1. Where there is a need to monitor attendance/Engagement monthly, such as for dissertation or placement students, this will be monitored using contact points with a dissertation supervisor.

8.4.2. Contact accepted for engagement include supervisions meetings, these can be face-to-face or via telephone/video conference, submission of corrections or drafts.

8.4.3. Dissertation supervisors will complete a Monthly Supervision Record to be returned to the Attendance team so that the contact point can be transferred to a register for engagement monitoring purposes.

8.4.4. Dissertation-only students will have their engagement monitored via contact points from the month of their enrolment until submission of their dissertation.

8.4.5. Students completing a dissertation as part of a 12-month or 18-month course will have their engagement monitored from the month they no longer have taught classes up until the date of their dissertation submission.

### **8.5. Student Route Visa Holders**

8.5.1. UCB has a duty to ensure that students who have been sponsored on the UKVI student route are attending and engaging with their studies, this includes attendance and engagement during any placement or dissertation.

8.5.2. Non-attendance could result in withdrawal of sponsorship and reporting of this to the UKVI which will affect the student's status in the UK.

8.5.3. Monitoring and reporting are a legal requirement of all sponsors.

### **9.0. Use of Attendance Data for Reporting**

9.1. UCB has a responsibility to confirm student registration and ongoing attendance to the Student Loans Company (SLC). Enrolment and attendance data will be used for this purpose.

9.2. Where a student is found to not be attending scheduled sessions, UCB reserves the right to suspend any maintenance loan until the student has improved their attendance. If attendance does not improve and a decision to withdraw the student is made, this will be reported to SLC, ending all future payments.

9.3. Attendance data is used to assess whether students are meeting the attendance requirements for the cost-of-living allowance payment. All eligible students with physical attendance of above 80% will receive their payment. For students with attendance between 60% and 79% University College Birmingham reserves the right to withhold payment, pending further investigation. University College Birmingham reserves the right to withhold payment for students with attendance below 60%.

### **10.0. Absence Reporting**

10.1. Students are expected to attend all timetabled sessions during term time however the University recognises that events outside of your control may occur and understand that you may need to be absent during term time. This should be limited as much as possible.

10.2. All absence must be reported via email to the Attendance Team ([attendance@ucb.ac.uk](mailto:attendance@ucb.ac.uk)) and module tutors as soon as reasonably possible. Students should



clearly explain the reason for an absence, the start date of the absence and the expected return date and include any relevant supporting documentation.

10.3. Absences will be recorded by the Attendance Team on the HE absence Log, the absence reason will appear on registers during the reported absence period.

10.4. If the absence meets the criteria for an authorised absence this will be retrospectively processed against any negative attendance marks once all the registers have been submitted.

10.5. Authorised absences require supporting evidence; this should be submitted via email alongside an authorisation request to the Attendance Team. If a student is absent without being granted authorisation, they risk not meeting the attendance expectations of UCB, which could result in withdrawal, and in the case of Tier 4 students, cancellation of the student route Visa.

10.6. All authorisations should be submitted in advance of the absence period; retrospective requests will not be accepted for authorisation.

#### **10.7.0. Authorised Absences**

10.7.1 The following list gives the occasions when permission **may** be granted for an authorised absence. Authorised absences are granted on a limited basis and at the discretion of the Attendance Team. No authorisations will be granted if there is not acceptable supporting documentation.

10.7.2. Pre-scheduled hospital appointment

10.7.3. Post-natal recovery – up to 2 weeks

10.7.4. Hospitalisation and Fitness to Study – The amount of leave authorised will be subject to the discretion of the Attendance Team following communication with the Head of Department and if appropriate, Visa Compliance.

10.7.5. Attendance at a close family funeral. “Close family” is defined as including parents, children, siblings, grandparents, aunts, uncles or spouse/partner.

10.7.6. Religious Observance - Up to two days of authorised absence per academic year to observe religious holidays. Students must inform their tutor, course leader, or employer in advance so appropriate arrangements can be made.

#### **10.8.0 Circumstances Ineligible for an Authorised Absence**

10.8.1. The following list gives **some** of the occasions when permission will not be granted for an authorised absence. This list is non-exhaustive.

10.8.2. Minor illness, coughs and colds.

10.8.3. Routine medical appointments e.g. dental or optical check-up or illness related appointments e.g. an appointment with the GP to discuss cold symptoms.



10.8.4. Computer or IT issues that may prevent attendance to online sessions.

10.8.5. Non-academic events or activities such as weddings, birthdays or moving house.

10.8.6. Holidays or travel.

10.8.7. Employment or sports activities.

**10.9.0 Accepted Supporting Evidence for Authorised Absences**

10.9.1 Evidence must be included with all authorised absence requests.

10.9.2. Documentation provided must be relevant to the event and should clearly show the name of the student and include a date which matches the period of requested absence.

10.9.3. Fitness to Study and hospitalisation evidence must be from a UK medical practitioner/institution.

10.9.4. If the original document is not in English, it is the responsibility of the student to have the document translated by a certified translator. Both the original and translated copy must be submitted.

10.9.5. Further Evidence may be requested by the Attendance Team if the submitted documentation is deemed unacceptable.



## Appendix

### A. Register Codes

Code	Description	For use	Attendance Calculation
PR	Present	Full attendance at timetabled class	Present – Positively affects attendance %
AB	Absent	Non-attendance at timetabled class	Absent – Negatively affects attendance %
L	Late	Partial attendance - arriving after the start of class	Present – Positively affects attendance %
EL	Early Leaver	Partial attendance - leaving before the end of class	Present – Positively affects attendance %
NR*	Not Required	Attendance not compulsory	Ignore – Does not affect attendance

\*Where a Not Required mark is entered a comment must be included justifying the use of the mark. The attendance team will review all not required marks and will contact lecturers for more information where the use of the mark is deemed unclear or is being used inappropriately.