Goldsmiths
UNIVERSITY OF LONDON

Student Attendance Policy

Contents

Ownership	Director of Student Experience and Academic Registrar
Approval	Academic Board
Last review date	May 2022
Next review date	May 2027

This version was used in 2022-23

1   Introduction

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

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

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

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

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

2   Rationale for monitoring student attendance

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

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

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

3   Attendance expectations

3.1   Students are expected to attend teaching and learning sessions as determined in the Goldsmiths Academic Manual and as set out in their timetables.

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

3.3   Departments are responsible for highlighting the College's attendance expectation to students and for ensuring programme-specific attendance requirements are made clear to students.

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

4   Registering and recording attendance

4.1   The College will determine the method for recording attendance and is responsible for ensuring students' attendance can be routinely recorded to enable early identification of any student who might require additional support. The method of recording attendance will enable the provisions of this Policy to be met in full.

4.2   The College will ensure that students' attendance can be registered and recorded from the start[1] of and throughout each academic year when teaching is taking place.

4.3   The College will ensure that students can register their attendance on arrival at the scheduled session, and at any time during it. Attendance cannot be registered once the session has ended.

4.4   The College will also ensure that students can report absences, and the reasons for them, to allow absence to be authorised where there are exceptional reasons affecting a student's ability to attend as scheduled.

4.5   The College will ensure that only authorised staff have access to individual students' attendance data for the purposes set out in this Policy. This will include, professional services staff involved in the College's processes and academic staff in departments, such as personal and Senior Tutors.

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[1] For the sake of clarity this includes programmes with non-standard term dates, as published on the College's website.

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4.6   In fulfilling its statutory obligations, the College is required to maintain records of student attendance and to make records available to the statutory body when required. Student attendance data is only shared with third parties where this relates to a statutory obligation of the College.

4.7   Departments will determine which taught sessions within a programme of study are compulsory to attend, and therefore the sessions where students' attendance should be registered and recorded. This will include, though is not limited to:

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

4.8   Departments will ensure this information is provided to the College in the manner and at the time set out to them.

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

4.10   Students are responsible for attending scheduled sessions as set out to them by their department and in doing so for registering their attendance in the manner set out to them.

4.11   Students are also responsible for reporting any absences, and the reasons for this to the College.

5   Absences

5.1   The College's Academic Manual and Interruption and Withdrawal Procedures set out the provisions for authorised and unauthorised absence.

6 Reviewing student attendance

6.1 The College will ensure that students are notified where unauthorised absences have been recorded, to remind them of the attendance requirements and to signpost sources of support. Whilst attendance will be recorded from the start of scheduled teaching for the programme, these messages will not commence until the third teaching week.

6.2 Where a student's absence remains unauthorised, and the absence is persistent a student will be referred to their personal tutor or to the senior tutor in their department.

6.3 The College is responsible for ensuring that the student and their personal tutor/the Senior Tutor are notified when a referral is required.

6.4 Students are expected to respond to messages from the College concerning their attendance and to take the actions set out in them.

6.5 When required, students are expected to meet with the personal/senior tutor so that the reasons for their absence can be discussed and additional support, where needed, can be provided.

6.6 Personal/senior tutors are responsible for ensuring the meeting takes place as soon as practicable. At the meeting, the personal tutor should remind the student of the attendance requirements for their programme, discuss the reasons for the student's non-attendance and identify any support the student might require to be able to re-engage with their programme of study.

6.7 The personal/senior tutor is responsible for ensuring that the identified actions are taken and reported in accordance with the requirements set out to them. Actions can include reporting the absence as authorised (where there have been exceptional reasons preventing a student from attending but these have now ended), referring a student to central support services (academic skills sessions, wellbeing advice, or counselling) where this will help them to re-engage with their learning or can include referring a student to either the Fitness to Study or Academic Progress Procedure as appropriate.

6.8 The College will ensure that personal/senior tutors are provided with the training, guidance and advice required to fulfil these obligations.

7 Potential consequences of unsatisfactory attendance

7.1 The College operates an academic progress procedure for students identified as having unsatisfactory attendance.

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7.2   Where a student's attendance is deemed to be unacceptable and without good cause, the student can be referred to the academic progress panel.

7.3   Where a student's attendance is deemed to be unacceptable, but this is due to ill health that is currently preventing the student from engaging fully with their studies, the student should be referred to the Fitness to Study Procedure.

7.4   A student may choose to interrupt or withdraw from their programme of study. Attendance data held by the College will be used to confirm the last date of attendance for the purpose of interruption and withdrawals.