Nursing Attendance Policy

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Applicable from:	May 2023
Approved by:	Learning, Teaching and Student Experience Committee
Date of next review:	May 2025
Scope of policy (audience):	All Leeds Trinity University registered students who are enrolled on a programme which is recognised by a Professional, Statutory or Regulatory Body for the purpose of obtaining a professional qualification, future registration with the relevant body and/or for the entitlement to practice the applicable profession.
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Nursing Attendance Policy

Purpose and Context

The purpose of this document is to provide detailed information on the procedures for monitoring attendance for: BSc (Hons) Adult Nursing, BSc (Hons) Learning Disability Nursing, BSc (Hons) Mental Health Nursing, and BSc (Hons) Nursing (Child) at Leeds Trinity University. As set out in the policy, the University has a duty to monitor attendance at teaching and learning activities and to act on non-attendance. This duty arises from requirements set by the Nursing and Midwifery Council (NMC), to ensure that all persons admitted to the register have received adequate training and experience. In addition, the university has compliance responsibilities in relation to the sponsorship requirements of UK Visas and Immigration (UKVI) for any international students who are studying in the UK on a student visa.

1. Policy Statement

1.1 At Leeds Trinity University we aim to establish a culture of student engagement by working in partnership with our students. Your success at university is at the heart of our mission and we are committed to providing opportunities for all students to thrive and to achieve outstanding outcomes. We want you to fulfil and exceed your expectations during your time with us. Attendance at your lectures, seminars and clinical practice is an important part of your learning, contributing both to the University community and the learning experience of your fellow students on the course. The University will proactively monitor attendance on the Nursing degree programme to help students achieve the best possible outcome and to ensure NMC requirements are met.

2. Scope

2.1 This policy applies to all Leeds Trinity University Nursing Degree programmes: BSc (Hons) Adult Nursing, BSc (Hons) Learning Disability Nursing, BSc (Hons) Mental Health Nursing, and BSc (Hons) Nursing (Child). It applies to both theory sessions (academic modules) and clinical practice (placement) sessions.

3. Nursing and Midwifery Council Requirements for Attendance

3.1 The course content is mapped against the NMC (2018) Standards for Pre-registration Education and, as such, you are required to attend all face-to-face timetabled sessions and the course has a 100% attendance requirement.

3.2 During the three-year programme the NMC requires you to attend 4,600 hours. This equates to 2,300 hours of theory and 2,300 hours of practice. You need to demonstrate professional suitability by demonstrating that you have met the learning outcomes for both theory and practice. Professional suitability includes attendance at all taught sessions and clinical practice experiences, since these relate to the knowledge base you will need to practice proficiently and competently. For information on procedures in the event of an unpreventable

absence, please see sections 4 and 8 below.

4. Monitoring of attendance

4.1   The University requires that all Nursing students check into their timetabled academic sessions using the myLTU Digital Register. The myLTU Digital Register can be accessed via the [myLTU App](#) on mobile, tablet or desktop and is free to download from the App Store and Google Play.

4.2   Attendance check-in is to be completed by students at the beginning of a timetabled lecture, seminar, or other teaching event.

4.3   Any attempts by students to falsify attendance will be considered a serious offence and lead to an investigation utilising the University's [Student Conduct and Discipline Code](#) as well as an investigation into their [Fitness to Practice](#).

4.4   It is the responsibility of each student to ensure they are checked in.

4.5   Failure to check in using the myLTU Digital Register will result in a student being marked absent for that session. The student will then be contacted by their Student Liaison and Engagement Officer (SLEO) no later than 24 hours following the event to ascertain the reason for the absence and if support is needed. For more information on how the SLEO team supports students, please see the Student Information Point tile on the [myLTU App.](#)

4.6   It is not acceptable for a student to be absent without informing the University in advance and without good reason. If a student knows they will be absent they must email their lecturer and SLEO as soon as possible and check themselves as absent on the myLTU Digital Register at the beginning of the scheduled class time. For monitoring and reporting purposes, absences will be classed as: sickness/injury, personal, technical/Wi-Fi issues, and timetabled events which did not occur (for example due to severe weather or staff illness). If a student is absent for a length of time due to illness or another unforeseen or unpreventable event, a meeting will be arranged with the student's Academic Assessor and an action plan will be developed to enable, where possible, the retrieval of lost theory and/or practice hours as per section 9 below.

4.7   Students will, on occasion, forget their phones or devices or be unable to connect to Wi-Fi. When this occurs, it is the student's responsibility to approach the lecturer at the start of the session and explain the situation. The lecturer can then check the student in from the Lecturer Check-In tile on the myLTU Digital Register.

4.8   If a student is late, they need to check into the myLTU Digital Register as soon as they arrive. Repeated late absences by a student may result in disciplinary action and call into question a student's Fitness to Practice.

4.9   Clinical practice hours will be monitored via the MYEPAD document on the e-portfolio and confirmed by the student's relevant Practice Assessor and Academic Assessor.

4.10   Students studying in the UK on a Tier 4 Visa should be aware that attendance at formal teaching sessions is also a condition of their visa and should read the Sponsored Student Academic Engagement Procedure (September 2022), found in the Essential Information Tile on the myLTU App, in addition to this policy.

5. Monitoring of Absences

5.1   Student Liaison and Engagement Officers (SLEOs) maintain an overview of student absence and contact absent students on a day-to-day basis. Students are expected to respond to SLEO communications and engage with the support on offer. Any concerns are escalated to members of the programme team and dealt with via our Student Engagement Process, which can be found in the Essential Information tile on the myLTU App.

5.2   Attendance data from the myLTU Digital Register forms part of the data dashboard in the University's learner analytics system, Jisc Data Explorer. Attendance data on the system will be analysed and monitored by SLEOs and will be viewed by Personal Tutors, module tutors, Programme Leaders, Academic Assessors, Student Support and Engagement teams and other authorised staff. This will enable the University to monitor engagement, contact students, and make appropriate interventions as required. For further information on the Student Engagement Process and how we use learner analytics to support students in their studies, please see "How We Use your Data" in the myLTU App.

6   Attendance on Placement and in Practice

6.1   Attendance on clinical practice (placement) is logged by the student via the MYEPAD document on the e-portfolio. The practice assessor or supervisor will check and confirm the accuracy of these hours.

6.2   When students are going to be absent from clinical practice, they must notify their placement area, practice supervisor or assessor and also inform the University via their SLEO on studentliasion@leedstrinity.ac.uk Students on clinical practice should also adhere to specific practice area policies on sickness/absence reporting. Text messages and social media are not acceptable mechanisms for notifying practice colleagues of absence.

7. Attendance Requirements for Mandatory Training

7.1   Students must attend all scheduled and timetabled mandatory training sessions and annual updates. Such mandatory training and update sessions include moving and handling, emergency life support, first aid, personal safety, infection control, safeguarding children and vulnerable adults, and fire. In view of health and safety reasons, students will not be permitted to commence clinical practice if they fail to attend such scheduled mandatory sessions and annual updates. Students will first need to make up time during retrieval weeks at the end of the programme (see section 9). Failure to attend will ultimately delay progression on the programme.

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8. Absence due to Illness

8.1 If a student is unable to study because of illness for more than seven consecutive days (including weekends), they must also provide the University with a Fit Note. A digital copy of a Fit Note must be emailed to the Academic Assessor and Programme Leader. If a student is absent through illness on the day of an examination or assignment deadline, and the student intends to apply for mitigation, they must also provide the University with details and any available evidence as soon as possible. For more information on Mitigating Circumstances, please see the Essential Information tile on the myLTU App.

9. Making up time

9.1 Attendance requirements

The course content is mapped against the NMC (2018) Standards for Pre-registration Education and, as such, you are required to attend all face-to-face timetabled sessions and the course has a 100% attendance requirement.

9.2 Making up hours

When the University has been notified of an absence due to illness, bereavement, or other significant life event, as outlined in section 8, students will be permitted to make up time. The programme has specific weeks built in to support students if they require make-up time in either clinical practice or theory hours. An individual plan will be developed in negotiation with the Academic Assessor to retrieve the required hours.

9.3 Failure to make up hours as instructed

Students are required to undertake 4,600 hours in total: 2,300 hours each in theory and in practice. The assigned Academic Assessor will meet with the student at regular intervals and after any period of absence to check the Ongoing Record of Achievement (OAR) and determine if any make-up hours are required (in either theory or practice hours). An action plan will then be created to facilitate this during the built-in retrieval period of four weeks at the end of the programme. The retrieval of theory hours is undertaken via directed independent study and a piece of that work must be submitted that reflects the number of make-up hours required. This work, whilst not forming a part of summative assessment, will be marked to ensure sufficient time and effort has been inputted, and signed off by the relevant module leader to confirm completion.

A record of completed make-up theory hours will be recorded on JISC Data Explorer. Any practice hours that require retrieval are arranged for the student and recorded by the practice assessor in MYEPAD. This action plan will be monitored by the Academic Assessor via the OAR. Failure to complete the hours/work set out in the action plan will result in the Academic Assessor recording this in the student's OAR, and the student will be unable to progress onto the next part of the programme.

10. Supporting Evidence in the Event of an Absence

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10.1 If such circumstances arise that a student finds they will be absent for <u>any length of time</u> they must notify their personal tutor and SLEO, as well as their clinical practice supervisor (if on placement) as soon as possible so appropriate support and interventions can be implemented and arrangements for making up time (as outlined in section 9) can be organised.

10.2 Students who are absent from theory or clinical practice for 7 days or less (including non-working days) are able to 'self-certify', whether this is due to sickness or personal reasons. Beyond this length of time, students absent due to sickness must provide medical evidence to the University in the form of a fit note (see 8 above) from their General Practitioner. Where students are absent for more than 7 days due to personal reasons (e.g., due to bereavement), third-party evidence must be provided.

11. Escalating and Managing Absence Issues

11.1 Students are expected to attend all timetabled teaching sessions, to attend clinical practice as scheduled and to complete all directed study tasks. Failure to meet these attendance requirements may impact on a student's ability to successfully progress through and complete their programme of study.

11.2 The University has a robust set of mechanisms to identify attendance issues, develop action plans and, where necessary, take disciplinary action. SLEOs record and monitor absence for all students and share this information with academic tutors. Some broad examples of where action is required are outlined below:

- <u>Unauthorised absence</u> – Failure to attend a theoretical or practical element of the programme without informing a member of staff (either in academic or clinical practice sessions) is unacceptable. Any instances of unnotified absence should be reported as outlined in section 4 above.

- <u>Absence due to personal circumstances</u> – The SLEO and Personal Tutor will contact the student following a report of such an absence. This is to ensure that students are signposted to the necessary support services and can discuss related issues such as the need for a mitigating circumstances application.

- <u>Prolonged sickness absence</u> – Where any student has more than 7 days' absence due to sickness, they must inform their Personal Tutor, Academic Assessor and SLEO. The Personal Tutor, Academic Assessor and SLEO will then contact the student. As with absence due to personal circumstances, this is to identify the necessary support structures that will allow the student to recommence their studies as soon as possible.

- <u>Repeated absence</u> – Where students have repeated short periods of sickness or personal absence, the Personal Tutor will meet with the student to discuss steps that need to be taken to improve attendance.

- <u>Repetitive failure to engage with the Nursing Attendance Policy</u> – Attendance will only be accepted when recorded on the myLTU Digital Register. Students must check themselves into all academic classes. If a student forgets to check in on the myLTU Digital Register, they **will** be

recorded as absent. No other method will be accepted (e.g., a student cannot ask a fellow course-mate to state they were present). Where students demonstrate a pattern of minor discretions in relation to attendance, the SLEO will escalate this to the student checkpoint meetings. Examples of such behaviour include repeatedly forgetting to check-in with the myLTU Digital Register, repeatedly arriving late for sessions, or repeatedly attending sessions with the wrong group. In these circumstances, the student will be contacted by their Personal Tutor to develop an action plan that will result in improved compliance with attendance regulations.

12. Fitness to Practice and Study

12.1 Where a student's attendance record raises concerns regarding their overall fitness to attend practice and/or theory sessions, the Programme Leader and/or Academic Assessor should meet with the student to discuss any necessary support. See relevant sections in the [Fitness to Practice Policy](#).

12.2 The following will trigger a Fitness to Practice and Study meeting:

- sickness and / or absence exceeding 10 learning theory or practice sessions in each year of the course.

- non-attendance for the taught component of a module exceeds 25% of the module or Practice Support sessions.

- Failure to attend any of the mandatory training sessions.

13. Further Information

13.1 For further information on support available and how the university supports engagement and attendance, please see the Student Information Point tile, the Essential Information tile and the Digital Register Check-in tile on the [myLTU App.](#)