

Student Attendance FAQs:

What attendance is expected of me?

In order to have the best chance of achieving your full potential, you are expected to have 100% attendance. If you have less than 90% attendance **or frequent lateness/requirement to leave early** you will need to meet with the Programme Director to address this.

What do the attendance statuses on myUCA mean?

myUCA Status	Counts towards % attendance	Comment
Present	Yes	Including trips and timetabled distance learning sessions. Students must be present for both registration points on each taught day. Failure to attend either registration will constitute an absence and be recorded as such.
Late/Leaving early	Yes	If more than 10 minutes late for any registration point. Leaving any registered session early without an authorised absence form completed.
Excused	Yes	Approved in advance by the tutor and related to a course activity e.g. interview, open day, work experience or for personal reasons e.g. medical appointment, funeral or compassionate leave. Download and complete a request form from myUCA and submit this to your tutor at least 3 days in advance. Form can be found at: MyUCA/MyAttendance. Once the tutor has approved the form it will be passed to Campus Registry.
Sick	No	Notify sickness to Campus Registry. If you are sick for more than five days, you will need to supply a fit note (or Statement of Fitness) from your GP or hospital doctor. Fit notes are sometimes referred to as medical statements or a doctor's note.
Absent	No	Absent without notice. Notification of absence on the day.

What happens if I am absent?

You will receive an automated email notifying you of your absence and to contact your tutor to explain your absence or request for this mark to be amended, giving reasons if you disagree with it. Its aim is to address non-attendance as quickly as possible and you are required to discuss how you can catch up with what you have missed due to your absence with your tutor and agree future attendance. A verbal warning may be given by your tutor who will inform Campus Registry so that they can record the warning on your file.

What happens if I do not explain my absence to my tutor and my absence does not improve?

You will be sent a letter (Letter 1) to confirm the date and time of a meeting with your Group/Pathway Leader to discuss your attendance pattern.

What happens if my absence still does not improve after I received the LETTER 1?

If no improvements are evidenced within a further seven days then Letter 2 is sent with a date and time to meet with the Programme Director.

What happens if my absence still does not improve after I received LETTER 2?

Your lack of engagement with your studies will be a serious concern by this point and you will be sent LETTER 3 and asked to attend a meeting with the Head of School. If your attendance does not significantly improve so that you have a minimum of 90% attendance or you do not attend the meeting then you could be withdrawn from the course.

Will you communicate anything to my parents/guardian?

If you are under 18 at the time of the communication then copies of the communications will also be sent to your parent/guardian/carer.

What happens if I am sick or there is an unexpected problem that prevents me from getting into UCA?

You or your parent/guardian should let your FE Course Administrator (Campus Registry) know you are going to be absent on the first morning of absence. If you wish you can also email your tutor with the reason for your non-attendance. You should also notify the University for any subsequent day(s) that you are sick during the same period.

I forgot to notify UCA that I will be absent. What should I do?

We are sensitive to situations that occur when absence is unavoidable, and you are not in a position to notify the University at the time. An email will go out at the end of each registration point highlighting that you have been absent without reason. You or your parent/guardians will need to notify your tutor to explain, at the earliest opportunity. This is as much to ensure that, if appropriate, suitable support can be put in place and so we know you are safe.

I have a valid reason for non-attendance that is related to my course. What do I do?

Download and complete the Excused/Absence form on myUCA and submit this to your tutor for authorisation in advance of your absence/**lateness/requirement to leave early**. If approved this will be recorded as if you attended.

What do I need to do if I know in advance I will be absent from UCA?

Supply evidence of the appointment or reason for absence (e.g. your appointment card or letter) and present it to your tutor before the event. If you have not notified us of an absence/**lateness/requirement to leave early** in advance the register will record you as absent and the absence will count as unauthorised and will reflect in your overall attendance record.

Do I need to attend for Maths and English?

If you have been notified that you need to attend Maths and/or English because you do not have a GCSE grade 4 or above (C) in that subject, or a L2 Functional Skill Pass after attempting the GCSE exam then this is a mandatory part of your course and is as important as your main study. 100% attendance **and punctuality** is expected and will be monitored as for other parts of the course.

What should I do if I am taken ill at UCA and have to leave early?

Get permission from your Group/Pathway Leader to be excused from a lesson or leave the lesson early.

And, if I am late or delayed?

Report to your tutor once you arrive, giving your reason, so the register can be adjusted. If you are more than 10 minutes late the register will record you as 'Late'; the number of 'lates' is monitored by your tutor. Please note students are required to arrive for lessons on time, which means being in the classroom ready to work at the start of the lesson. **If you have less than 90% attendance or frequent lateness/requirement to leave early you will need to meet with the Programme Director to address this.**

What if my attendance on myUCA is recording me as absent but this was authorised by my tutor?

If this is incorrect and your absence was approved excused absence, then **contact your FE Course Administrator in the Campus Registry so this can be accurately recorded.**

I want to take holiday during term time. Am I allowed to do this?

Under normal circumstances holiday during term time is not authorised so if you take holiday you will be recorded as having unauthorised absence. Any unavoidable travel during term time must be discussed and approved in advance by your Programme Director

Will I have to be in UCA all day?

All lessons are compulsory; however, students may go off-site during free periods. Most students can expect to be at University most of the day.

Do I have to attend all my lessons?

Yes. Attendance and **punctuality** is compulsory at all lessons since good attendance gives the best chance of success and progression.

What about Trips, Visits and Placements?

Taking part in educational trips and visits organised by UCA counts as being present.

How can I check my own level of attendance?

You will have access to your attendance record on myUCA.