

## Count Me In: Taught Student Attendance Policy - Guidance for students

**To be read in conjunction with:** [Count Me In: Taught Student Attendance Policy.](#)

The following guidance has been compiled to support students with navigating the Taught Student Attendance Policy. It sets out students' responsibilities regarding attendance and engagement and how City will support them. This guidance will be available on the student hub and can be accessed [here](#).

Supporting your attendance is one of the ways in which we help you successfully engage with your studies. Evidence shows that to achieve academic success, the majority of students need to engage fully with timetabled teaching sessions both on campus and online and also with the course-related learning resources and support materials that are held within the Virtual Learning Environment (Moodle).

Why is attendance important and why is it recorded?

If you are not attending you are missing out on valuable opportunities to learn with your peers, ask questions and participate in activities that help you develop your academic and professional skills. Research has shown that, on the whole, inconsistent attendance and engagement makes you less likely to succeed. If we find that you are not attending, we will endeavour to check in with you as early as possible.

How will I know what my attendance requirements are?

You will be provided with a Programme Handbook by your School. This will provide you with details of programme-specific attendance requirements as well as the support available to you and key contacts. If you don't receive your handbook or do not know how to access it, please notify your School, a contact list can be viewed [here](#).

Who should I speak to if I have questions or concerns about attendance?

Your Programme team will have a designated course officer who can answer any questions you have about attendance requirements and concerns. You will receive their contact details at your induction. In addition, you will be assigned a personal tutor at the start of the academic year, they can provide academic support and guidance and you will be invited to meet them when you start your course. If you are unsure who either your course officer or personal tutor is, please contact your School to confirm.

Other than attendance what else is expected of students?

A successful study strategy goes way beyond attendance and includes engagement with every element of your programme. This includes engagement with course related learning resources and support materials held within Moodle, City's Virtual Learning Environment. It also extends to the use you make of academic and specialist support services and your participation in the range of online extra-curricular activities available to you. These things help enrich your experience, support your preparation for professional life and help you maintain a healthy study-life-work balance.

## What do I need to do to and how will City support me?

You are expected to attend, it's your responsibility. We will do everything we can to support you if you are struggling and help you get back on track.

What do I need to do?	How will I be supported?
Read your Programme Handbook so you know what attendance is expected of you.	We will provide all the information you need about expectations of attendance and how your programme team will work with you when there are concerns
Ask any questions you have about attendance at your induction	We will talk to you about expectations of attendance and how you can maximise the benefits of attendance during your induction
Read 'Study Guides' on the Student Hub	The Study Guides provide information about study skills and services available if you are having difficulties. They can be accessed <a href="#">here</a>
Make sure your attendance is recorded on campus via either our digital recording systems or a member of staff. Your Programme team will advise how your attendance may be recorded for online activities including virtual meetings with your Personal Tutor.	We will contact you if there are concerns about your attendance or if reasons for absence are not known. These steps are set out in the Count Me In: Taught Student Attendance Policy.
If you know you won't be able to attend for a number of days or over a period of weeks (that way we will know we don't need to contact you) you can apply for an Authorised Absence form <a href="#">here</a> . Ask your Course Officer if you aren't sure who to contact to apply.	Programme teams will provide clear information on how you can report an absence. Your course officer will help you make appropriate arrangements, so you are able to engage in your studies while you're away from classes and don't miss out.
If your absence is due to Covid-19 its important you notify City as soon as possible	City provides step-by-step guidance on how to report Covid-19 cases, you can access this and the reporting form <a href="#">here</a>
Regularly access course related learning resources and support materials held within the Virtual Learning Environment (Moodle)	We may contact you if there are concerns about your engagement with the learning materials and activities within Moodle.
Use the support we offer to help overcome	You will have an opportunity to discuss attendance and your personal strategy for engagement with learning and teaching with their personal tutor. We are

<p>challenges and develop even better study skills</p>	<p>increasingly using technology to help you track your own attendance. We will contact you if we have concerns about your attendance and engagement (see below). This helps us to work with you to overcome any challenges you may be experiencing. We will make every effort to signpost you to specialist services offered by City and externally to support your attendance.</p>
<p>Arrive on time</p>	<p>Although we know that there can sometimes be unexpected problems, particularly for those students who are commuting long distances, we do expect you to be on time to your classes. This includes those that are delivered online. Arriving late interrupts teaching and the concentration of fellow students. You will normally be considered late if you arrive more than fifteen minutes after the start of a session. We will seek to address consistent lateness with you as this raises concerns about your engagement and may signal issues that we may be able to help with. Where we record attendance electronically, we will provide you with guidance on how lateness is recorded.</p>
<p>Let your Course Officer or another member of your Programme team know if your attendance on campus or online hasn't been recorded correctly or if you are having problems recording your attendance</p>	<p>Schools keep records of attendance and ensure communications about attendance are as easy and straight forward as possible. We value your feedback about how this is working. We are increasingly using technology as our preferred method of recording your attendance. This is more efficient and means that you get an overview of your own attendance patterns. This is not yet available to all students but we are working on it.</p>
<p>Talk to us about problems you think might affect your attendance and engagement</p>	<p>City has a number of support services available to help you manage and prioritise your attendance alongside other commitments and challenges. The Student Hub provides advice and guidance and can be accessed <a href="#">here</a>. We also recognise that at times there may be exceptional circumstances where you may need to be absent for all or part of a scheduled session at short notice. Speak to your programme team as early as possible if this occurs.</p>