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Academic Policy 15:

University Attendance Policy

2024-2025

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University Attendance Policy

1 Introduction

- 1.1 Unless otherwise stated, all Kingston University courses are designed with attendance as a key learning factor. Learning activities that require attendance have been carefully designed so that you will learn through action and in-person interaction with your tutors and peers, and benefit from campus-based facilities. They are aligned with the learning outcomes and assessment strategies of the course.
- 1.2 All activities will benefit your learning and allow you to recognise learning opportunities within your life experiences, enhancing your ability to apply received knowledge and skills to unique situations, and improving your degree outcomes.

2. Definitions

- 2.1 Attendance is defined as being present at timetabled activities (i.e. those that are shown on SEATS).
- 2.2 Engagement is defined as a student's active participation in all aspects of their studies and is currently measured by a combination of SEATS check-ins and Canvas activities (a minimum of 3 Canvas activities per week is expected to demonstrate engagement).

3. Scope

- 3.1 This policy applies to all students, including apprentices, regardless of mode or level of study (with the exception of those students registered on courses delivered entirely online).
- 3.2 International students subject to UKVI requirements will have specific obligations in respect of attendance. For more information see Student visas: a guide for all students or contact the Visa Compliance Team at: ukvi@kingston.ac.uk
- 3.3 Some courses may have additional specific attendance requirements to meet professional body requirements. Where this is the case, this will be clearly stated in the programme specification. Students on courses with an attendance requirement for professional registration must adhere to any absence processes given by the faculty to ensure that absences are recorded correctly
- 3.4 Students registered for a course delivered wholly or in part at a Partner Institution (i.e. not delivered on a Kingston University campus) will be subject to the attendance requirements of the Partner Institution for those periods they are taught by the Partner Institution.

4. Expectations

- 4.1 We expect you to attend all your timetabled teaching activities (i.e. those that are shown in SEAtS).
- 4.2 You must register your attendance at these activities by checking in via SEAtS by tapping your ID card onto a reader located in the room where the activity is taking place, or by logging into the system via the SEAtS App using your mobile device.
- 4.3 If you are unable to attend your timetabled session, you should report this as soon as possible, with an explanation, via the SEAtS App. The University expects students to behave in a professional manner when absent and this replicates expectations in the workplace.
- 4.4 If you are a student studying a Higher or Degree Apprenticeship course then any absences will be reported to your employer in line with contractual requirements.
- 4.5 If you miss one week or more of timetabled activities, and have not advised us of your absence, we will contact you by email, reminding you of the requirement and importance of attending timetabled sessions and reporting absences.
- 4.6 If you are repeatedly absent from timetabled activities and/or do not engage with Canvas and you have not informed us of any reasons for this, the Student Engagement Team will contact you to remind you of the requirement to attend all your timetabled activities and you will be invited to a meeting to discuss this.
- 4.7 Where poor attendance continues and/or you have not responded to the communications sent to you, your access to Student Finance will be temporarily suspended for a period of up to 4 weeks. If this happens, the Student Engagement team will contact you to agree an action plan for evidence-based re-engagement over a subsequent 4 week period. If you fail to respond and/or your attendance does not improve, the University may withdraw you from your course in line with the General Regulations.
- 4.8 If you are experiencing any difficulties which are impacting your ability to attend classes, whatever they may be, including but not limited to difficulties surrounding disabilities and mental health, finance etc., please get in touch with the Student Engagement Team via email at: engagement@kingston.ac.uk, who will be able to advise and support you appropriately or refer you to the relevant department so you can get the right support. Our aim is to ensure that you succeed in your studies, and we are here to support you in achieving this.