Leicester Law School’s Attendance Policy

This Policy has been devised with student success and student support as its essential aims.

The Law School expects students to attend and participate at teaching events that are part of their programme of study. Attendance is an important aspect of learning and the student experience. Students who attend regularly and fully engage with all aspects of their programmes are more likely to succeed. Non-attendance can be an important indicator that students may be experiencing difficulties in engaging with their studies. It is therefore important that the Law School monitors student attendance in order to identify students who may have circumstances that are affecting their studies and provide support to them where appropriate.

- Attendance at tutorials and seminars is compulsory.

- You are expected to attend your timetabled lectures. It is your responsibility to swipe your student ID at the start of every lecture. You can swipe your card up to 15 minutes before a lecture begins and 15 minutes after it begins. Swiping outside of this period will not register your attendance and you will be marked as absent.

- Absences from tutorials or seminars must be reported within 7 calendar days. If your absence is reported after 7 calendar days then your absence will be unauthorised. Completing an absence form will not automatically authorise your absence. Absences can be requested 28 days in advance.

- You will need to complete an online absence form stating the reason for your absence and the dates that you have been away from the University (including days that you did not have teaching on).

- The Law School will not rearrange any tutorials or seminars without relevant supporting evidence (details of evidence that will be accepted can be found on the Blackboard page "Law (LLB) Student Information").

- Your attendance will be monitored in two ways:

  a. The University’s Attendance Management System (AMS) will monitor your attendance at all timetabled teaching events (including lectures). If you are absent for 7 calendar days without authorisation, you will be contacted in accordance with the University’s Policy on Attendance at Timetabled Teaching Events.

  b. The Law School will monitor student attendance at tutorials and seminars. If your tutorial attendance drops below 75%, we will contact you. Additionally, if your overall attendance drops below 50%, we will contact you.

- If you are more than five minutes late for your class, your tutor is authorised, if he/she deems it appropriate, to exclude you from a session and you will be marked as absent.

- All classes start on the hour and are 50 minutes long. This gives you 10 minutes to travel between classes.

- Classes may be postponed or re-scheduled by the tutor for exceptional reasons. We will do our best to inform you of any changes as soon as possible but you are advised to check your University email account, Outlook Calendar and Blackboard module announcements regularly, especially in the morning on the day you have classes scheduled.

- If you are an international student on a tier 4 visa, there are additional requirements in relation to your attendance set by the UKVI.
Reporting an absence

- You must report any absence from a tutorial/seminar within 7 days from the start of the absence by completing the following form which can be found on the Blackboard page “Law (LLB) Student Information”
  https://www2.le.ac.uk/departments/law/current/tutorial-rearrangement/fg_base_view_p3

- For home students, absences can be authorised only when overall attendance is above 50%.

- For international students, due to UKVI restrictions absences can be authorised only when overall attendance is above 70%. Periods of absence longer than 7 days cannot be authorised by the Law School under any circumstances.

- Tutorials/seminars will only be rearranged for the following reasons if evidence is provided:
  - Serious illness or accident resulting in hospitalisation or serious infectious disease that could put others at risk.
  - Serious illness or bereavement of immediate family member (e.g. mother, father, sister, brother, son, daughter, spouse, guardian).
  - Sudden deterioration of medical condition or disability.
  - Childbirth, or pregnancy complications that result in hospitalisation.
  - Law School or University activities (including sporting events).
  - Emergency doctor/dentist appointments. (Routine appointments should be scheduled around teaching timetables).
  - Careers related activities (e.g. job interviews, assessment centres, and firm open days).

  Exceptional and rare circumstances that are not included in this list will be reviewed on a case by case basis.

- Tutorials/seminars will not be rearranged for the following reasons:
  - Minor illnesses that would not lead to equivalent absence from a work environment and can normally be treated with over the counter remedies (e.g. colds, sore throat, minor upset stomach, day to day ailments).
  - Holiday/family events
  - Foreseeable and/or preventable circumstances
  - A long-term condition where treatment or additional support/arrangements are in place
  - Transport difficulties that could have been anticipated or lack of contingency planning into travel time
  - Poor time management or personal organisation

- If you are going to be absent for more than 1 day you will need to complete an absence form for the whole period of absence regardless of whether you have tutorials/seminars or not.

- Not reporting an absence could result in disciplinary action being taken against you.

- Absences reported more than 7 days after the first day of an absence will not be authorised. E.g. if you are absent for 3 days (Monday, Tuesday, Wednesday) then you will need to have reported your absence before the following Monday.
• Please be aware that a submission of evidence does not guarantee authorisation or rearrangement.

• Periods of absence can be requested 28 days in advance.

• If you have any queries about the Law School Attendance Policy then please either email lawsupport@le.ac.uk or visit the Law Reception.