

MBChB ATTENDANCE & ABSENCE REPORTING - GUIDANCE

2019/20

ATTENDANCE

The Medical School hopes you are able to fully participate in the undergraduate medical programme. To ensure you get the most out of the course and provide the best chance of progression, there is a requirement to attend 100% sessions and follow absence reporting procedures if you are unable to attend. Managing attendance and absence is also seen as part of your professional development, in which the School is equipped to support you and offer help and advice when needed. Please refer to Page 2 for these support contacts and the reporting procedures you should follow.

RECORDING ABSENCE

The School obtains information on attendance and absence from teaching staff and student reporting. Registers are an essential part of identifying absence, which allow data to be inputted for bi-monthly reports to be sent to the MBChB Student Support team. For placements, SSCs, electives and Preparation for Practice, the School relies on Supervisors and administrative staff notifying the relevant staff members. If a student does not sign the register, then they will be marked as absent.

MONITORING

Regular communication between staff and the Medical School takes place regarding absence concerns. The School also undertakes absence review periods during both Semesters to identify students who may need support to remedy issues impacting on attendance. Any concerns in attendance are communicated to the Year team, who will confirm the appropriate outcome.

Why monitor?

- *Maintain the welfare of students*
- *Ensure that learning opportunities are maximised*
- *Support development of professionalism*
- *Fulfil the School's Tier 4 monitoring requirements*

What raises concern?

- *absences that prompt meeting with Year team*
- *students not attending meetings with Year team*
- *Patterns of absence*
- *5 days missed of attachment, SSC, Pfp**
- *Feedback from teaching staff*

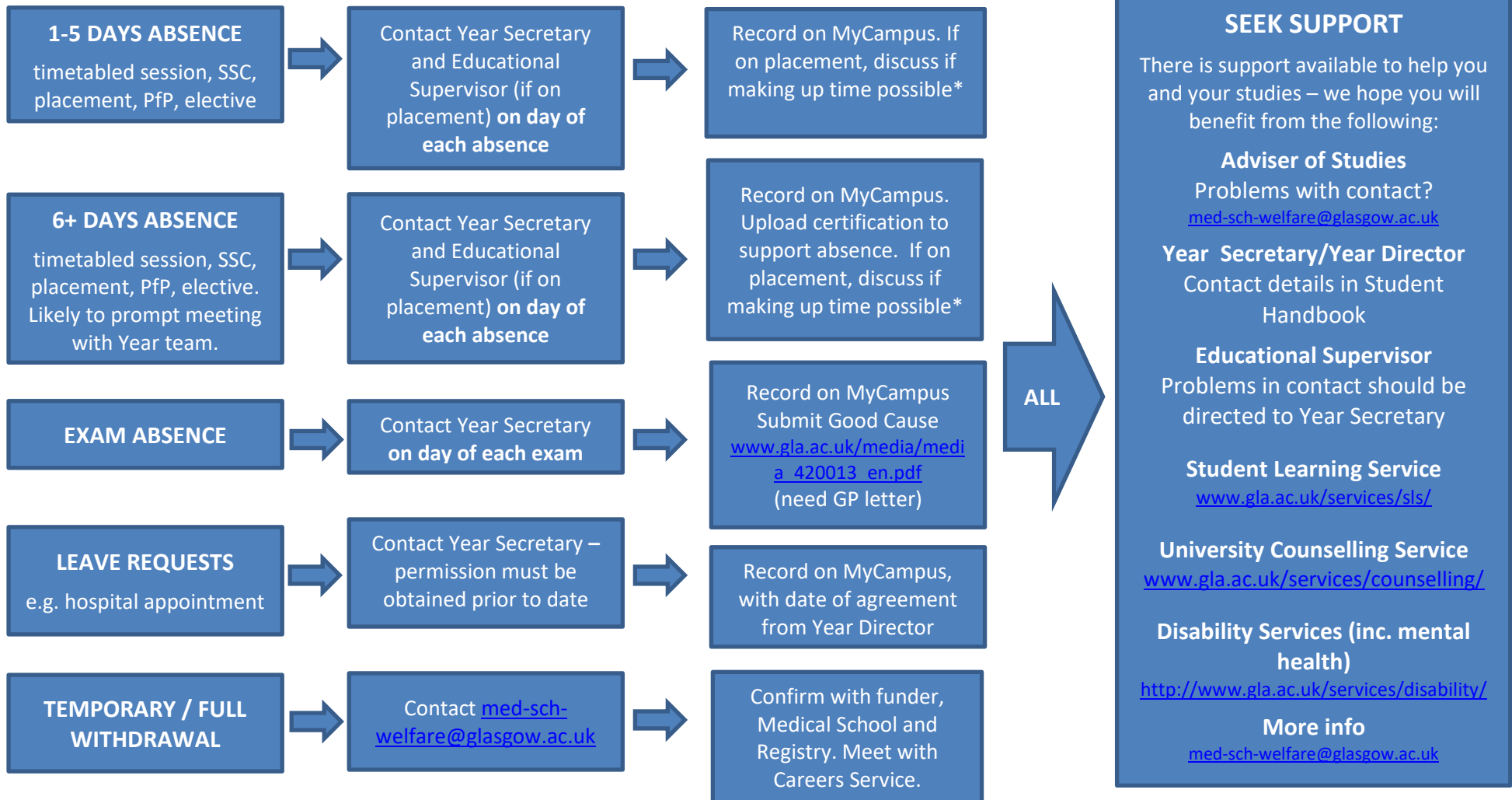
Potential outcomes of considering concerns

- *Support identified, referrals made*
- *Fitness to continue considered*
- *Withdraw and return when fit*
- *Add to Professionalism Concerns Register*
- *Fitness to Practise Investigation*

*Note – experience shows that if a student misses 5 or more days of any attachment, they are likely to fail the attachment.

MANAGING ABSENCE

Students must follow these reporting procedures for any absence to ensure appropriate advice and support is given.



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