Student Attendance Policy

November 2026

This policy explains the University's expectations for student attendance and how attendance is monitored and supported. It applies to most taught students studying on campus at Hull and outlines attendance requirements, reporting procedures, support available for non-attendance and the responsibilities of both students and the University.

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Related documents:

- International Student Policy
- Student Code of Conduct
- Student Contract Terms and Conditions
- Student Withdrawal Code of Practice

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Student Attendance Policy

1 Introduction

1.1 This policy sets out the University's approach to attendance monitoring, associated expectations, and response where there are concerns regarding a student's attendance.

2 Scope

2.1 This policy applies to all 'on-campus' registered and taught students at the Hull campus, regardless of mode, or level of study.

2.2 This policy does not apply to:

a. Hull Online students whose primary mode of delivery is online

b. Students on courses where the primary mode of learning is online and/or asynchronous

c. University of Hull London Campus students who are studying on a visa and as such have attendance requirements governed by UKVI regulations

d. University of Hull registered HYMS medical students whose attendance requirements are governed by course requirements and professional regulations

2.3 Some students may also have additional attendance and engagement requirements that are not covered within this policy:

a. Students studying on a student visa must comply with the attendance conditions laid out in the University's International Student Policy.

b. Students studying with fee sponsorships should refer to their sponsor contract for further information.

c. Students studying on programmes with external reporting requirements, such as apprenticeships, should refer to their terms of agreement and/or contact the Programme Director for further information.

d. Students studying on programmes with Professional, Statutory, and Regulatory Body (PSRB) requirements should consult their course and module guides, induction information and/or their Personal Supervisor for further information.

2.4 These students must still meet the University's minimum expectation of attendance where the specific attendance requirements for these students are below the University's threshold.

2.5 While students with disabilities are not exempt from attendance requirements, The University is committed to supporting students with disabilities and recognises the impact on attendance that long term and fluctuating conditions may have. Whilst accommodations can be made through the implementation of reasonable adjustments, the flexibility on attendance expectations can be limited by a range of factors. It is important that disabled students seek support and advice where their condition might impact on their attendance at the earliest opportunity.

3 Definitions

3.1 This policy refers specifically to attendance which is recognised as being only one

measurable aspect of student engagement.

3.2 Engagement refers to participation in learning activities, assessment and feedback, use of learning, support and community, and participation in opportunities and experiences to enhance success. This includes, but is not limited to:

a. Attendance at timetabled teaching and learning events on campus and online.

b. Submitting assessments within published deadlines and attending examinations as required.

c. Accessing and interacting with online learning resources (e.g., Canvas, lecture recordings).

d. Accessing and interacting with services and resources that support academic and student experience (e.g., the Library, on-campus study spaces, the Hubble Portal, Hull University Students Union).

e. Attending meetings with Personal Supervisors.

3.3 Attendance is defined as being present at timetabled learning and teaching activities and may include:

a. Physical attendance at in-person timetabled teaching and learning events (e.g., lectures, tutorials, field trips, examinations).

b. Virtual attendance at timetabled synchronous online teaching and learning events as required by the module.

4 Principles

4.1 The University recognises the important relationship between attendance, student engagement, academic performance, progression, and success.

4.2 The University encourages students to engage actively with their studies, become independent learners, and take responsibility for their development and achievement.

4.3 The University makes efforts to ensure students can attend and engage, for example by minimising changes to the timetable and ensuring availability of key resources and ICT, to enhance their success and support progression.

4.4 The University recognises that non-attendance can be a signal that a student is experiencing challenges to participation in their studies.

4.5 The University monitors attendance to design and target interventions to support students who may be experiencing barriers to active participation in their learning.

4.6 All faculties, departments, and schools must adopt the requirements and responsibilities outlined in this policy.

5 Attendance

5.1 The University timetable is the authoritative source for scheduled teaching information. All timetabled teaching is mandatory, unless explicitly marked to the contrary on the timetable.

5.2 Timetabled teaching marked ‘optional’, Online synchronous or asynchronous sessions, field trips, placements or ad hoc sessions which are not timetabled, do not contribute to a student’s attendance percentage.

5.3 Physical attendance at on-campus timetabled teaching and learning is monitored using the University's attendance system (SEAtS).

5.4 Students must register their attendance at all on-campus teaching sessions by presenting their student card to a reader for that teaching space. Students must only register their attendance at scheduled sessions if they attend the session.

5.5 Students must not:

a. Give their student card to another student and ask them to tap into a timetabled session on their behalf, or swipe into a timetabled session for another student.

b. Swipe into a timetabled session and leave before the end of a session without informing the session leader of the reason they need to leave.

5.6 Any false representation at registered sessions is considered to be misconduct and may result in actions being taken under the Regulations Governing Student Misconduct.

5.7 If a student is unwell or unable to attend a timetabled on-campus teaching event, they should notify the University of their absence using SEAtS. The Hubble Centre reviews all notifications based on guidance published in the Hubble Portal.

5.8 In most cases, except where mandatory attendance requirements apply, absence notifications are accepted and recorded as authorised leave in SEAtS and will be treated as an opportunity to ensure students are aware of the support available to them.

5.9 There are additional requirements for international students requesting extended absence and/or absence outside of the UK, which are detailed in the International Student Policy.

5.10 Students whose attendance drops below 70% of mandatory timetabled teaching events will receive email communication after 14, 28, 42, and 56 consecutive days of non-attendance to prompt attendance and to invite them to access a range of supportive interventions. An email is also sent to the student's Personal Supervisor at every stage.

5.11 Academic services are responsible for standard communications, absence monitoring, case management and coordinating and/or delivering a range of accessible interventions designed to address student barriers to attendance.

5.12 It is expected that on receipt of a notification relating to non-attendance – personal supervisors utilise the guidance contained in the notification to also actively reach out to their supervisee.

5.13 Students who are neither attending nor engaging in learning through submission of assessments, risk withdrawal based on academic non-progression. Decisions to withdraw based on academic non-progression will generally be made at programme boards as detailed in Programme Regulations.

5.14 Any requests for a student to be withdrawn which fall outside of those instances defined in the Student Withdrawal Code of Practice and the Student Contract Terms and Conditions can be raised via the Student Cases Committee as a Special Request.

6 Responsibilities

6.1 The University expects all students to:

a. actively engage with their studies, take part in all learning activities, opportunities, and assessments, utilise university resources, and take responsibility for their

learning.

b. register their attendance at all teaching sessions using the University attendance system when physically on campus, by presenting their student card to a reader for that teaching space. If a student forgets their card or forgets to tap-in, they must inform the member of staff leading the teaching session so they can be marked as attended. If a student's card becomes damaged and cannot be read by the reader, they must visit the Hubble Centre to get a replacement.

c. inform the University of any planned absences, or sickness using the University's attendance system.

d. inform the University where they are struggling to engage and attend because of a disability, illness, or other extenuating circumstances. Students can access support by visiting their Hubble Portal

e. check their University student email account and Portal on a regular basis to ensure they receive and respond to requests within required timeframes.

f. keep contact information including mobile phone numbers up to date on their student record.

g. act responsibly and not falsify their own or others' attendance and/or engagement. Falsification of attendance may be considered Academic Misconduct.

6.2 Students can expect the University to:

a. make efforts to ensure students can attend and engage with their studies.

b. ensure any student who is having difficulty engaging with their studies is signposted to and can access support.

c. be transparent about the collection and use of attendance data.

d. use anonymised attendance data to improve the student support and services available.

e. adhere to the data processing and data sharing principles outlined in the Student Privacy Notice.

6.3 The University may be required to provide attendance data to external or regulatory agencies as part of legal or contractual obligations. The University may also be required to provide anonymised data as part of a Freedom of Information request.

6.4 The University may use attendance information stored or generated in the system when providing references for students, and when making decisions on whether to make an offer to a student to study on subsequent programmes at the University.