

Practice Placement Absence Reporting Flowchart for Practice Staff

The reporting and logging of attendance and absence hours on practice placement is a student responsibility.

Student responsibilities:

- All sickness, compassionate leave and absences must be recorded on the student's attendance record in their practice assessment document.
- Students must inform the placement supervisor by telephone (or by the placement's agreed absence reporting route) of any absence from clinical practice and must also report any absence to the University Student Hub. The student hub should be notified using SID (online Student Information Desk) or alternatively via telephone on 01482 463342.

Practice Staff

If you need to contact the university to report or discuss a student's absence, please follow the contact flow chart below:

