
The Dyson Institute

Attendance Policy

2024-25

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1.0 Introduction

1.1 Summary

To have the best chance of achieving their full potential, regular and consistent attendance is critical for all students, as this is a key foundation for their success and achievement on the programme.

The same 100% attendance is expected of students enrolled on all Dyson Institute programmes.

1.2 Expectations and process of attendance review for on campus learning

If a student misses more than 3 sessions per semester, without an authorised absence, this will trigger Stage One of the attendance monitoring processes. More than 5 incidents of lateness will also trigger Stage One. Lateness is deemed as more than 15 minutes late according to the agreed start time. This will be marked as late in the register.

If Stage One has been completed and there has not been an improvement in attendance or punctuality, then Stage 2 will be implemented. Finally, where students have been through both Stage 1 and 2 without significant improvement, they will be referred to the Deputy Director of Academics.

Information about the escalation stages can be found in Section 2.3 of this policy.

1.3 Attendance tracking for on-campus learning

Attendance refers to all scheduled and timetabled learning for the programmes, and this can be categorised as lectures, lab sessions and any other mandatory activities as specified in the Programme Handbook. The staff member leading the timetabled learning is responsible for the completion of an attendance register.

1.3.1 Workplace attendance requirements

Attendance in the workplace is managed through Dyson's standard employment procedures. Students should inform their line manager of any absence, and this will be recorded in Workday. Where a student is absent, regardless of whether it is a workplace day or a study day, they must input their absence into the Workday system.

The Senior Academic Administrator will undertake attendance monitoring activities at regular intervals during the academic year.

1.4 Attendance tracking for online learning

For students on the Dyson Institute MSc online programme, attendance will be monitored through the completion of continuous assessment and routine communication during the semester with the Module Lead.

Where a student fails to submit their assessments points without communication with the Module Lead, the Academic Administrator will raise this with the Module Lead in the first instance. The student will be invited to have a conversation with the Module Leader to discuss any potential barriers or difficulties they are facing, and what the next steps will be, including directing them to where they can access extra support.

2.0 Absence

2.1 Authorised absence

It is accepted that, occasionally, there may be a legitimate reason for authorised absence/lateness/requirement to leave early.

Examples of authorised absences could be, but not limited to:

- A medical appointment which cannot be arranged outside course hours,
- A funeral of a close relative (immediate family),
- Severe problems with transport i.e., severe weather conditions or public transport strike
- Attending religious observances (further information on this can be found in the supporting document which can be found on the SharePoint page.)

Students are not usually allowed to book annual leave during study days, Apprenticeship Review Sessions, compulsory Workplace Training days, or exam periods. However, it is accepted that occasionally there may be a legitimate reason for approved annual leave in this circumstance, and a decision will be made on a case-by-case basis.

Students should contact the Senior Academic Administrator if they are to be absent or need to take annual leave during study or workplace days - academic.admin@dyson.com. The Senior Academic Administrator will liaise with the Deputy Director (Engineering Integration) and the Deputy Director of Academics and inform the student of the decision.

2.2 Sickness

The Dyson Institute requires all students to notify academic.admin@dyson.com of all sickness, and to also log to sickness on Workday, as per the [Dyson Global policy](#) on sickness absence.

If students are sick for more than five consecutive days, they will need to supply a fit note (or Statement of Fitness) from their GP or hospital doctor. Instances of illness or other unforeseen circumstance that affect an assessment must also be reported to the Senior Academic Administrator, and where relevant, a Mitigating Circumstances form submitted with the relevant evidence (e.g. doctors or hospital note). Further details are found in the [Mitigating Circumstances Policy](#).

2.3 Escalation Stages

2.3.1 Stage One

The student will be invited to have a conversation with their Academic Tutor and a Student Support Advisor to discuss any potential barriers or difficulties they are facing. This will include investigations into trends of non-attendance, attendance in the workplace, feedback from the Academic Team, and achievement data.

The aim of the conversation is to understand the reasons for and impact of the non-attendance or lateness, and to implement an Improvement Plan which will support the student to resolve the issues. Students will usually be given three weeks to implement the Improvement Plan.

2.3.2 Stage Two

If a student's attendance and punctuality does not improve after Stage One, or they trigger Stage One more than once, Stage Two will be implemented.

Stage Two will be conducted by the Academic Tutor and a Student Support Advisor. This meeting will look at any previous Improvement Plan(s) and investigate the reasons for continued non-attendance. This could result in initiating the Fitness to Study process.

Any further unauthorised absence or lateness in the same academic year will result in referral to the Deputy Director of Academics and potential removal from the Programme.

3.0 Appeals

3.1 Submitting an appeal

Where a student is dissatisfied with the outcome of either a Stage One conversation or Stage Two meeting, or any decision made by the Deputy Director of Academics at referral, they can submit an appeal following the process outlined in the institute's [Academic Appeals Policy](#).