
The Dyson Institute

Attendance Policy

2025/26

Status: Approved

Approval date: March 2025

Audience: Public

Responsible person(s): Senior Academic Administrator

Approved by: Academic Board

Contents

1.0 Introduction.....	3
1.1 Summary	3
1.2 Parameters of the policy	3
1.3 Scope of attendance tracking	3
2.0 Absence	4
2.1 Authorised absence.....	4
2.2 Sickness.....	4
2.3 Escalation Stages.....	4
2.3.1 Stage One	4
2.3.2 Stage Two.....	4
3.0 Appeals.....	5
3.1 Submitting an appeal	5

1.0 Introduction

1.1 Summary

To have the best chance of achieving their full potential, regular and consistent attendance is critical for students, as this is a key foundation for their success and achievement of the programme. It is agreed within the Commitment Statement that learners are required to attend all off-job training and notify the Institute if there is any reason for non-attendance. All Institute students are required to have sufficient attendance as per the Student Terms and Conditions and employment contract. Failure to maintain a sufficient attendance level can result in a number of different interventions as per Section 2.3 of this policy, ultimately resulting in the Institute expelling a student, which might also result in a loss of employment, which is at the sole discretion of Dyson Technology Ltd.

1.2 Parameters of the policy

Students are expected to have 100% attendance and consistent punctuality, unless there are approved and authorised reasons. Lateness is deemed as more than 5 minutes after the agreed start time for all scheduled learning. This will be marked as late in the register.

The Policy sets out the three stages of intervention which will be enforced by the Institute when necessary, nominally when each criteria has been met. However, the Institute reserves the right to apply any stage at a point where action is required to address absence.

1.3 Scope of attendance tracking

Attendance refers to all scheduled and timetabled learning for the programme, and this can be categorised as lectures, lab sessions and any other mandatory activities as specified in the Programme Handbook. It is the student's responsibility to ensure they swipe their ID cards as they enter each room for scheduled learning. Attendance is not monitored during self-directed study opportunities.

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.

1.4 Supporting Students

The Institute is here to support all learners to succeed. Where absence becomes or is expected to become an issue, Institute staff including the Student Support Advisors (SSA) and the academic team will endeavor to provide the necessary support. Students are encouraged to make contact with their SSA or the Academic Administration team as soon as possible so that impact on learning is minimised.

Students are eligible to use all Dyson support services including Employment Assistance Programme, and the on-site or virtual GP.

2.0 Absence

2.1 Authorised absence

It is accepted that, occasionally, there may be a legitimate reason for approved absence/lateness/requirement to leave early. Authorised absences will only be agreed in exceptional circumstances.

Students are not usually allowed to book annual leave during study 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.

Undergraduates should contact the Academic Administration team if they are to be absent or need to take annual leave during study days - academic.admin@dyson.com. The Academic Administration team will liaise with the Deputy Director of Academics and inform the student of the decision.

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.

2.2 Sickness

The Dyson Institute expects all students to notify academic.admin@dyson.com of any sickness, and to also log to sickness on Workday.

If students are sick for more than five 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 Regulations.

2.3 Escalation Stages

2.3.1 Stage One: Email Notification

After any non-attendance or two late registrations, the student will receive an automated email which requires them to reply and explain their absence/lateness. If a valid reason is presented the record will be updated to be authorised. If there is no valid reason, or no response is received, the unauthorised absence will remain on the student's record.

The student will receive a follow-up email which reminds them of this Attendance Policy.

2.3.2 Stage Two: Meeting with Registrar

Any three unauthorised absences will result in a meeting with the Registrar. The purpose of this meeting is to discuss the student's attendance, identify patterns, support the student to be able to attend and reinforce the importance of attendance. Students will be told in the meeting and in a follow-up email of the expectations for attendance and what

Stage 3 involves.

Any two instances of Stage 2 in a semester will result in a meeting with the Registrar and the student's SSA.

2.3.3 Stage Three: **Non-Engagement meeting with Deputy Director and HR**

A student who has five unauthorized absences ("non-engagement") in any consecutive four week period will trigger a Stage 3 meeting with the Deputy Director (Academic) and HR. These meetings are intended to find a solution

The possible outcomes from this meeting may include:

- A personalised attendance monitoring plan, including weekly in-person reporting to the Deputy Director;
- Final written warning from the Institute regarding the possibility of losing the student's place on the programme;
- Imposed deferment to the next academic year;
- Expulsion from the Institute as per the Academic Regulation

Any further unauthorised absence or lateness in the same academic year following a Stage 3 intervention will result in referral to the Deputy Director of Academics and potential removal from the Programme.

3.0 Appeals

Where a student is dissatisfied with the outcome of an intervention at any of the three stages, they have the right to appeal. The appeal should be made through the Institute's Complaints, Concerns and Appeals Portal accordingly. The appeal will be processed by the Student Cases Team and will not include any staff involved in the process so far. An appeal can be considered by any member of the Institute Management Board and an outcome confirmed within three working days. Where a student is dismissed from the programme due to non-engagement, appeals will be heard by the Director only.