

Nursing Attendance Policy

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Scope of policy (audience):	All registered students who are enrolled on one of Leeds Trinity University's Nursing pathway programmes which is recognised by the Nursing and Midwifery Council for the purpose of obtaining a professional qualification, future registration with the relevant body, and/or for the entitlement to practice nursing.
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1. Introduction

- 1.1. At Leeds Trinity University (“the University”), we aim to establish a culture of student engagement by working in partnership with our students. Student success is at the heart of our mission, and we are committed to providing opportunities for all students to thrive and to achieve outstanding outcomes. The University wants all students to fulfil and exceed their own expectations during their time with us. Attendance at taught sessions and clinical practice is an important part of learning, contributing both to the University’s community and the learning experience of other students on the programme.
- 1.2. In support of the above commitment, the University will proactively monitor attendance on the Nursing degree programme pathways to help students achieve the best possible outcome and to ensure that the requirements of the [Nursing and Midwifery Council](#) (“the NMC”), the profession’s regulator in the UK, are met.

2. Purpose

- 2.1. The purpose of this policy is to provide detailed information on the University’s procedures for monitoring attendance for all students registered on its undergraduate, postgraduate, and apprenticeship Nursing programmes which lead to the recommendation of registration with the NMC.
- 2.2. The University has a duty to monitor attendance at taught sessions and to act on non-attendance (see also the [Student Academic Engagement Policy](#)). For its Nursing programmes, this duty is also invoked by the NMC’s attendance requirements which have been set to ensure that all persons admitted to the register have received adequate training and experience.
- 2.3. In addition, the University has compliance responsibilities in relation to the sponsorship requirements of [UK Visas and Immigration](#) (“UKVI”) for any international students who are studying in the UK on a student visa.

3. Scope

- 3.1. This policy applies to all Leeds Trinity University students enrolled on any of its undergraduate, postgraduate, and apprenticeship Nursing programmes leading to recommendation for registration with the NMC. It applies to all timetabled taught sessions and clinical practice experiences.

4. NMC Attendance Requirements

- 4.1. The programme content of all of Leeds Trinity University's Nursing qualifications is mapped against the NMC's Standards for Pre-registration Education (2018), and, as such, it is a requirement that all such students as defined in clause 3.1 attend **all** face-to-face timetabled sessions. Each Nursing programme delivered by the University has a 100% attendance requirement.
- 4.2. The NMC requires students following a Nursing programme which leads to Registered Nurse status to complete 4,600 hours of regulated activity, divided equally between 2,300 hours of theory and 2,300 hours of clinical practice).
- 4.3. The NMC requires students enrolled on programmes leading to Registered Nursing Associate status to complete 2,300 hours of regulated activity, divided equally between 1,150 hours of theory and 1,150 hours of clinical practice (of which at least 460 hours must be spent in external placements outside of the student's primary workplace).
- 4.4. A student's suitability for professional registration will be demonstrated by them meeting the learning outcomes for both theory and practice. It includes attendance at **all** taught sessions and clinical practice experiences as these relate to the knowledge base needed to practice proficiently and competently.

5. Attendance Monitoring

5.1. General

- 5.1.1. Attendance data from the myLTU Digital Register (see clause 5.2.1) forms part of the data dashboard in JISC Data Explorer, the University's learner analytics system. This data will be analysed and monitored by the SEA team on a day-to-day basis, and will be viewed by Personal Tutors, Module Tutors, Programme Leaders, Academic Assessors, Student Support and Engagement teams, and other authorised staff. This will enable the University to monitor engagement, contact students, and make appropriate interventions as required.

- 5.1.2. The SEA team maintain an overview of student absence and contact students who are absent on a day-to-day basis. Students are expected to respond to SEA communications and engage with the support on offer. Any concerns are escalated to relevant members of the academic programme team and dealt with under the [Student Academic Engagement Policy](#).

5.2. Timetabled Taught Sessions

- 5.2.1. The University requires all Nursing students to check into their timetabled taught sessions using the myLTU Digital Register, which can be accessed via a [browser](#) or via the myLTU app on mobile and tablet (free to download from the App Store and Google Play).
- 5.2.2. Students should complete attendance check-in at the beginning of a timetabled taught session.
- 5.2.3. It is the responsibility of each individual student to ensure that they are correctly checked in.
- 5.2.4. Any attempt to falsify attendance records will be considered a serious Fitness to Practise concern and will lead to an investigation under the University's [Student Code of Conduct](#) and [Fitness to Practise Policy](#).
- 5.2.5. Failure to check-in using the myLTU Digital Register will result in a student being marked as absent for the session in question. They will then be contacted by a Student Engagement Adviser ("SEA") within one working day who will seek to ascertain the reason for the absence and whether support is needed. Further information on how the SEA team supports students can be found on the Student Information Point tile on the myLTU app.
- 5.2.6. The University recognises that students will, on occasion, forget their phones / devices or be unable to connect to Wi-Fi. When this occurs, it is the student's responsibility to approach the lecturer at the start of the session and explain the situation. The lecturer can then check the student in via the Lecturer Check-in tile on the myLTU Digital Register.
- 5.2.7. If a student is late by less than fifteen minutes, they should check-in via the myLTU Digital Register as soon as they arrive. Students

who arrive more than fifteen minutes after the session's scheduled start time will need to let the lecturer know either during the break or at the end of the session so that the lecturer can check them in via the Lecturer Check-in tile on the myLTU Digital Register.

5.2.8. Where students demonstrate a pattern of minor discretions in relation to attendance (e.g., repeatedly forgetting to check-in on the myLTU Digital Register or repeatedly attending sessions with the wrong group), the SEA team will escalate this during Student Checkpoint meetings. In these circumstances, the student will be contacted by their Personal Tutor to develop an action plan that will result in improved compliance with attendance regulations.

5.2.8.1. Repeated lateness and/or absences by a student may result in disciplinary action under the [Student Code of Conduct](#) and call into question the student's [Fitness to Practise](#). See also clause 6.9.

5.2.9. Students studying in the UK on a Student Visa (previously a Tier 4 Visa) should be aware that attendance at formal teaching sessions is also a condition of their visa and should read the [Sponsored Student Academic Engagement Procedure](#) in addition to this policy.

5.3. Clinical Practice

5.3.1. Attendance on clinical practice (placement) is logged by the student via the MYEPAD document on the e-portfolio. The student's Practice Assessor or supervisor will check and confirm the accuracy of these hours.

5.4. Mandatory Training

5.4.1. Students **must** attend all scheduled and timetabled mandatory training sessions and annual updates. These include session topics such as moving and handling, emergency life support, first aid, personal safety, infection control, safeguarding children and vulnerable adults, and fire. Students will not be permitted to commence clinical practice if they fail to attend such scheduled mandatory sessions and annual updates, as they will first need to make up hours during the retrieval weeks at the end of the programme (see Section 7). Failure to attend will ultimately delay progression on the programme.

6. Absence Management

- 6.1. It is not acceptable for a student to be absent without informing the University in advance and without good reason. If a student knows they will be absent from a timetabled taught session, they must inform their tutor and SEA via email as soon as possible and check themselves as absent on the myLTU Digital Register at the time of the start of the scheduled class.
- 6.1.1. For monitoring and reporting purposes, absences will be categorised as: sickness / injury; personal circumstances; technical / Wi-Fi issues; and timetabled events which did not occur (e.g., due to severe weather or staff illness).
- 6.2. If a student is absent for a length of time due to illness or other unforeseen or unpreventable event, a meeting will be arranged with the student's Academic Assessor and an action plan will be developed to enable, where possible, the retrieval of lost theory and/or practice hours (see Section 7 below).
- 6.3. When students are going to be absent from clinical practice, they must notify their placement area, Practice Assessor or supervisor, and also inform the University via their SEA by emailing StudentEngagement@leedstrinity.ac.uk. They should take note to adhere to specific practice area policies on sickness / absence reporting.
- 6.4. Text messages and / or social media messaging are not considered acceptable mechanisms for notifying practice colleagues of absence.
- 6.5. Students who are absent from theory or clinical practice for seven days or less (including non-working days) are able to "self-certify", whether the absence is due to illness or other personal reasons.
- 6.6. If a student is unable to study due to illness for more than seven consecutive days (including non-working days), they must provide medical evidence to the University in the form of a digital copy of a Fit Note from their General Practitioner by emailing it to both the Academic Assessor and Programme Leader.
- 6.7. Where a student is absent for more than seven consecutive days (including non-working days) due to personal reasons (e.g., bereavement), third-party evidence must be provided.

- 6.8. If a student is absent through illness on the day of an examination or assignment deadline, and they intend to apply for mitigation as a result, they must provide the University with details and any available evidence as soon as possible. More information about mitigating circumstances can be found on the Essential Information tile on the myLTU app.
- 6.9. Where a student's attendance record raises concerns about their overall fitness to engage in their programme, the Programme Leader and / or Academic Assessor should meet with the student to discuss whether additional support is needed under the Support to Study or Fitness to Practice Policies.
- 6.9.1. The following attendance-related conditions will trigger a Support to Study / Fitness to Practice meeting (as considered applicable by the Programme Leader and Academic Assessor):
- Sickness and / or absence exceeding ten theory or clinical practice sessions in each year of the programme.
 - Non-attendance for the taught component of a module exceeds 25% of the module or Practice Support sessions.
 - Failure to attend any of the mandatory training sessions.

7. Making Up Hours

- 7.1. When the University has been properly notified by a student of an absence due to illness, bereavement, or other significant life event (see clause 5.2.6.1), the student will be permitted to make up time. The Nursing programmes have specific weeks built into their schedules to support students if they require make-up time in either clinical practice or theory hours.
- 7.2. The student's assigned Academic Assessor will meet with them at regular intervals throughout their studies and after any period of absence to check the Ongoing Record of Achievement ("OAR") to determine whether make-up hours are required in either theory or clinical practice. An action plan will then be created to facilitate this during the built-in retrieval period of four weeks at the end of the programme.
- 7.3. The retrieval of theory hours is undertaken via directed independent study, and a piece of that work must be submitted that reflects the number of make-up hours required. While this work does not form part of the summative assessment, it will be reviewed to ensure that sufficient time and effort has

been put into it to satisfactorily make up the missing hours and will be signed off by the relevant module leader to confirm completion.

- 7.4. Any practice hours that require retrieval are arranged and recorded by the student's Practice Assessor in MYEPAD, and this action plan will be monitored by the Academic Assessor via the OAR. Failure to complete the hours and / or work set out in the action plan will result in the Academic Assessor recording this in the student's OAR, and the student will be unable to progress onto the next part of the programme.

8. Related Policies and Procedures

- 8.1. The Nursing Attendance Policy is aligned with the principles set out in other relevant Leeds Trinity University policies and procedures, including (but not limited to):

- [Academic Appeals Policy and Procedure](#)
- [Extensions and Mitigating Circumstances Policy](#)
- [External Examining Handbook](#)
- [Fitness to Practise Policy](#)
- [Professional Misconduct Policy](#)
- [Raising and Escalating Concerns Policy and Procedure](#)
- [Sponsored Student Academic Engagement Policy](#)
- [Student Academic Engagement Policy](#)
- [Student Academic Misconduct Policy](#)
- [Support to Study Policy and Procedure](#)