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|  | Student Attendance Policy | | Reviewed | May 2021 |
| | | | Revised | Yes |
| | Adopted | September 2019 | Next review | May 2022 |

Student Attendance Policy

Attendance and engagement with teaching and learning opportunities are important aspects of student experience, student success and professionalism. Students are encouraged to take responsibility for their own learning and professionalism throughout their placement with Kingston Education Centre (KEC).

The Attendance Policy is necessary to clarify attendance expectations for students and to ensure that all students are aware of the process for notifying KEC of their absence.

1. Expected attendance

Students are expected to attend on time to all sessions that are timetabled (both classroom learning and practical placements).

Students are notified of their placement with KEC by their university. Students should raise any queries or concerns about the timetable directly with their university in accordance with university policy.

KEC will provide students with a detailed timetable of the activities arranged for them on a weekly basis. Any concerns about the timetabled activities should be raised with the duty supervisor.

2. Notification of Absence

If a student is late or unable to attend their KEC placement, he or she is expected to take the following action **in addition** to any action required by their university's attendance policy:

Lateness

All students will be informed of time they are expected to arrive at their placement location, and are expected to have arrived, signed-in and changed into their uniform (if applicable) by the given start time. Where an unforeseen incident occurs which results in the student being late for their placement, they must contact the duty supervisor as soon as possible by telephone on: 020 3405 8631, explaining where they are, the reason for the delay, and their

expected time of arrival. The duty supervisor will take this information into consideration and make a decision about whether they will be allowed to join the clinical session that morning.

Unforeseen, short term absence (including sickness and emergency compassionate leave)

Students should notify the KEC duty supervisor by email and phone as early as possible if they are unable to attend their placement :

Kingstonccg.kec@nhs.net

AND by telephone: 020 3405 8631

Planned absence (including sickness (e.g. elective surgery), planned compassionate leave (e.g. funeral attendance), and observance of religious festivals)

Where absence is known about in advance, **in addition** to any action required by their university's attendance policy, students should notify KEC as early as possible by email to: Kingstonccg.kec@nhs.net. The email sent by the student should include a contact telephone number for KGPC to contact the student to discuss the implications of their absence on their programme of learning.

3. Repeated, unauthorised or un-notified absence

Persistent, unauthorised or un-notified absence or lateness will be reported to the student's university to be addressed via the university's internal attendance policy.

Persistent absence or lateness may result in the student's placement being terminated by KEC.