



FE Student Attendance Procedure

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Date of Next Review: June 2027

Responsibility: Head of Student Support Services

Student Attendance Procedure

1. Attendance Expectations

All students are expected to maintain 100% attendance. Funding payments are linked directly to attendance, and failure to meet the required standard may result in reduction or withdrawal of payments and risk of removal from the course.

The [Support for Study Procedure](#) sits alongside this procedure and will be instigated as appropriate.

2. Monitoring and Intervention Stages

Stage 1: Attendance Concern Meeting with LDW

- Triggered if attendance falls **below 85%**.
- Student will be invited to a **Stage 1 Attendance Interview**.
- Discussion will focus on identifying barriers to attendance and offering support.
- **Warning issued:** If attendance does not improve, progression to Stage 2 will occur.
- EMA/Bursary payments may be **paused or withdrawn** at this stage.

NB: Attendance expectations for Education Maintenance Allowance, per Scottish Funding Council Guidance is 100%.

Stage 2: Attendance Agreement Meeting with Guidance Team Lead

- Student must sign an **Attendance Agreement**, outlining expectations and support measures.
- EMA/Bursary payments may be paused or withdrawn at this stage.
- Close monitoring will continue.
- Failure to comply with the agreement will result in 7 day letter and/or progression to Stage 3.

Stage 3: Final Stage Meeting with Guidance Team Lead/Head of Student Support Services

- Funding will be withdrawn.
- Student may be **withdrawn from the course** if poor attendance persists.
- Final decision made by the Course Team Lead (CTL) in consultation with Guidance Team Lead/Head of Student Support Services.

If there is a PLSP in place, ILT will also be involved in these discussions at each stage.

3. Reporting Absences

- Students are **responsible for reporting all absences** as early as possible.
- Absences should be reported following the absence reporting procedures [here](#)
- **Unauthorised absences** will result in a reduction in student support funds and instigation of the above Intervention Stages.

4. Authorised Absences

The following absences may be considered **authorised**, provided appropriate **evidence is supplied**:

- **Self-certification** for illness (maximum of 7 calendar days). After 7 days, a **doctor's line** must be submitted. A Maximum of 4 weeks medical leave will qualify for continued Student Support Payments.
- **Medical or dental appointments** (with official appointment confirmation).
- **Religious holidays** (in line with declared faith practices).
- **Court appearances or jury duty** (with legal documentation).
- **Funerals of immediate family members.**
- **Unexpected caring responsibilities** for example, the ill health of the student's child(ren) or an adult dependent.
- **Severe weather conditions** affecting travel.
- **Work placement** or approved field visits.
- **Ongoing medical conditions** (must be supported by a **Personal Learning Support Plan (PLSP)**).
- **Maternity, Paternity, or Adoption Leave** (with supporting documentation). A maximum of 4 weeks will be paid for maternity and adoption leave. Parental leave will be a maximum of 2 weeks.
- **Pre-booked holidays** *only if booked prior to enrolling on the course*, with confirmation.
 - **Note:** Holidays booked during the academic term after enrolment will be treated as **unauthorised** and may affect attendance status and funding.

All supporting documentation should be submitted to Student Services, either in person or via email student.services.moray@uhi.ac.uk

5. Student Responsibilities

Students are responsible for:

- ensuring all absences are reported using the correct procedure and all supporting documentation is submitted in a timely manner.
- Arranging routine appointments around course timetable.
- Notifying of any ongoing absences or medical conditions and engaging with appropriate support to improve attendance
- Fully participating in Attendance Interventions as required

6. Withdrawal Procedures

UHI Moray wishes to support the retention, achievement and attainment of all students. However, whilst wanting to support students positively and flexibly, UHI Moray must act in a clear and consistent manner to process withdrawals to protect both student and College interests. The decision to withdraw a student should be made by appropriate CTL or course coordinator, in consultation with the Student Support (LDW/Guidance Team Lead/Head of Student Support Services). Withdrawals should only occur at the point when all supportive measures have been explored but withdrawals should not be prolonged. There is a risk of individuals having to re-pay bursary if they have not been engaging for a lengthy period leading to the withdrawal. It is important for individuals to understand the potential implications of withdrawal and for the LDW/Student Support to support them in gaining the information they need.

7. Appeals

Funding Withdrawal Appeals

If your funding payments have been withdrawn, you should first request an appointment with the Guidance Team Lead by contacting student.services.moray@uhi.ac.uk.

If your concern is not resolved after this initial step, you may escalate the matter to the Head of Student Support Services. To do so, please request an appointment through Student Services at the same email address above.

Course Withdrawal Appeals

These appeals should be made in writing to appeals.moray@uhi.ac.uk within 10 working days alongside any supporting evidence.