UCFB|GIS*
Exceptional Student absence and Travel in Term-time policy

Owner:	Director of Student and Academic Services
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*UCFB and GIS are trading names of University Campus of Football Business Limited

1. Purpose

1.1. The purpose of this policy is to detail how exceptional requests for student term-time absence will be dealt with by UCFB|GIS.

1.2. This policy needs to be read in conjunction with the following:

- UCFB|GIS Attendance and Engagement Policy
- University of East London (UEL)

    o Attendance and Engagement Policy
    https://www.uel.ac.uk/about/about-uel/governance/policies-regulations-corporate-documents/student-policies

    o Supporting Elite Athletes Policy Academic Study Policy
    https://www.uel.ac.uk/about/about-uel/governance/policies-regulations-corporate-documents/student-policies

2. Scope of Policy

2.1. This policy applies to all undergraduate and taught postgraduate students, whether studying at any UCFB|GIS campus or by distance learning.

2.2. This policy covers all scheduled learning and teaching activities provided in term-time, including remote attendance for online, live sessions.

3. Background

3.1. UCFB|GIS students are expected to be committed to their studies and demonstrate this by maintaining a good record of attendance and engagement with all scheduled learning and teaching activities during term-time, including those involving external professionals. This will support them in both meeting academic expectations and having a fulfilling student experience during their time of study.

3.2. Routine absence from study will be monitored and action will be taken under the policies detailed at (1) above where student absence and lack of engagement raises concern. Student absence maybe be authorised for a number of reasons under the policies detailed at (1) above.

4. Exceptional Term-time absence

4.1. UCFB|GIS recognises that its students may, due to nature of their courses and sporting interests, be offered opportunities to attend, participate in, or volunteer at, major sporting events that occur nationally or internationally during term-time. These opportunities may be made to students as representatives of UCFB|GIS or as individuals. In such instances students can apply for a period of authorised absence, according to the following process:

a. Applications must be made in advance using the Exceptional Term-time Absence Approval Form (see below)

b. The application must be approved by all of the following:

    i. Relevant Course Leader

    ii. Relevant Academic Dean of UCFB|GIS or Director of GIS

    iii. Director of Student and Academic Services (or nominee)

c. Students must be in good academic standing, and their record of engagement and attendance will be considered prior to approval of the exceptional absence. The Course Leader will comment on this on the Exceptional Term-time Absence Approval Form. Note: where a student has a poor record of attendance and /or engagement it is unlikely that an application made through this route would be successful.

d. Students undertake to behave in a professional and reliable manner, that will bring credit to UCFB

e. Students must have an excellent disciplinary record and not have any outstanding fees owed to UCFB|GIS. The UCFB|GIS Director of Student and Academic Services (or nominee) will comment on this on the Exceptional Term-time Absence Approval Form

f. Any attendance requirements for courses approved by a Public, Statutory or Regulatory Body (PSRB) must be considered before approval can be granted by UCFB|GIS

g. All decisions will be made on a case-by-case basis taking into account other student absences (authorised or non-authorised) and student protected characteristics. Where international travel is involved, access to opportunities covered by this policy may be unavailable to students in the UK on student route visas

h. Where students have an exceptional term-time absence approved it would be unlikely for this to be accepted as part of a mitigating or extenuating circumstances claim. This is because UCFB|GIS expects that students will plan accordingly for their absence when preparing for assessments, and this type of absence would not fulfil the criteria for mitigating or extenuating circumstances.

i. Where students are representing UCFB|GIS rather than taking up opportunities as individuals, UCFB|GIS will complete a risk assessment prior to approval being given. The Course Leader has responsibility for appending this to the Exceptional Term-time Absence Approval Form

j. Should UCFB|GIS be required to share personal data about students representing it, this will be done according to mandatory legal standards and UCFB|GIS's Data Protection policy.

k. Where applications are rejected, reasons will be given to students.

l. Records of applications, including approval and rejections will be maintained by Registry.

4.2. Any student complaints about the operation of this policy will be handled according to the UCFB|GIS Complaints Policy.
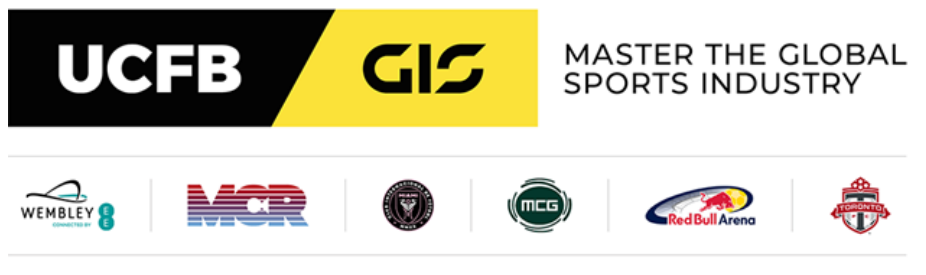
EXCEPTIONAL TERM TIME TRAVEL AGREEMENT

Section 1.

Please type over prompts in blue text

Student name:	
Email:	
Telephone:	
Course:	*Note: if the course is accredited by a PSRB, any additional course-specific attendance requirements must be considered before an application is made*
Year of study:	

Organisation Name:	
Address:	
Postcode:	
Telephone:	
Contact name/email:	
Dates of term time absence to be authorised	
Size of UCFB|GIS party	*Note: students may be travelling independently or as part of a UCFB|GIS party. In the latter case section 2 of this form must also be completed.*
UCFB|GIS contact:	

A.	**Course leader's comments and approval**	
1	**Nature of opportunity**	
	Explain the nature of the proposed trip	
2	**Student academic engagement history**	
	Confirm that the student engagement with their course is good to date	

	Confirm that student attainment on their course is good to date
	Confirm that, in your view, participation in this opportunity will not be to the detriment of the student's future academic progress
3	**Support for opportunity**
	Outline why you support the student taking up this opportunity
4	**Risk assessment**
	Complete the risk assessment at part 2 if necessary *Confirm that the student has been advised to take out necessary travel insurance*

Name: ………………………………………

Signed: ………………………………………   Date: ……………………………

B. Dean's/ Director GIS's approval

Name: ………………………………………

Signed: ………………………………………   Date: ……………………………

C. Director of Student and Academic Services' approval

Confirm that the student is in good standing with regard to discipline, has no outstanding fees, and that there are no barriers to international travel due to student visa status

Name: ………………………………………

Signed: ………………………………………   Date: ……………………………

Once completed this form should be returned to the relevant course leader for action and a copy placed on the student record.

Registry will maintain copies of all applications made for monitoring/reporting purposes

Section 2.

To be completed where students are travelling as part of a group organised by UCFB|GIS rather than independently

		Y/N
1	**Health and safety policy**	
	Is health and safety guidance available to visiting students? eg. Health and Safety policy	
2	**Student Briefing and Induction**	
	Will visiting students be provided with necessary and timely information, appropriate to their visit, including health & safety?	
	Will students be made aware of safety requirements and specific risks, to enable them to conduct their proposed activities safely, including how to access First Aid and report incidents?	
3	**Insurance**	
	Is there relevant Public Liability Insurance which would cover the visit by UCFB|GIS students (Please provide details)	
4	**Risk Assessments – travel**	
	For international travel, is there any FCDO guidance that advises against travel to this country from the UK?	
	Please provide details of travel arrangements, including insurance, and any relevant risk assessments	
5	**Accidents and incidents**	
	Is there a formal procedure for reporting/recording accidents and incidents?	
	Will UCFB|GIS receive feedback on any accidents, incidents or health and safety issues which involve visiting students?	

Name: …………………………………….

Signed: …………………………………….   Date: ……………………………