

Attendance FAQs – Student Route Visa

The following guidance is only for student who hold a Student Route Visa.

1. Am I expected to attend all of my lessons?

You should attend all of your timetabled sessions unless you are informed otherwise by your tutor or Course Leader. Your tutor may, on occasion, inform you that a session is optional, but the session will still appear on your timetable. If you are unable to attend for any reason, please contact the SRV Attendance Team at srvattendance@bimm.ac.uk

2. Why does the university record attendance?

Research shows that students who attend classes regularly usually get better grades. We want all our students to do well, so we are here to help and support you. By recording attendance, we can see early if someone needs help before low attendance affects their studies or visa.

3. How can I find information about my attendance?

This is usually available on your Canvas account. However, if you are unable to access any information, please email srvattendance@bimm.ac.uk for more information.

4. If I have a minor illness, who should I contact?

Please fill in the relevant form below to report a minor illness. It will then be reviewed and authorised by your Information Hub, please be aware you should only complete this form for an illness of 5 days or less.

Forms:

BIMM University London - [Absence Form](#)

BIMM University Brighton - [Absence Form](#)

BIMM University Manchester - [Absence Form](#)

BIMM University Birmingham – [Absence Form](#)

BIMM University Bristol - [Absence Form](#)

Performers College Essex Daily - [Absence Form](#)

Email address:

Information Hub London informationhublondon@bimm.ac.uk

Information Hub Birmingham informationhubbirmingham@bimm.ac.uk

Information Hub Brighton brightoninfohub@bimm.ac.uk

Information Hub Manchester informationhubmanchester@bimm.ac.uk

Academic Administration Bristol academicadministrationbristol@bimm.ac.uk

Information Hub Performers College Essex absence@performerscollege.co.uk

5. If I have a serious illness or need a break from my studies, who do I contact?

Please make sure to fill in the [Student Route Visa \(SRV\) Student Absence Form](#). If you need to contact the SRV Attendance Team, the email address is

srvattendance@bimm.ac.uk

If you are studying at Performers College, Essex please use the Performers College Essex [Authorised Absence Form](#).

6. I have to take up a part-time job, can I request authorised absences for when these days/hours overlap with my timetabled lessons?

No, your priority as a student with a SRV is to study. You must attend your lessons, even if they clash with your work schedule. You may need to give up those work hours or find a more flexible job.

7. I have an event I would like to attend that is related to my course. Can I request for an authorised absence for this?

Yes, with email approval from your course leader attached as evidence on the [Absence request form](#).

8. What if I am late for class?

It is vital that you arrive to your classes on time to ensure your attendance is recorded correctly. If you believe you were marked absent by mistake while

attending a class, please speak to your lecturer at the end of the lesson to make sure the register is updated.

9. I want to travel home to see my family for a few days. Can I travel during term-time?

We do not recommend any travel during term time. However, if you have no timetabled lessons during a specific period (for example, a weekend), you may travel during this time after informing the SRV Attendance Team via email.

10. My attendance looks incorrect, who do I contact?

If you feel you have been incorrectly marked as absent for lessons, it is your responsibility to ensure your attendance is recorded correctly. Please contact the relevant tutor or Course Leader to request an amendment.

11. I have received an invite to an Attendance meeting by the SRV Attendance team/the Head Of School/Course Leader with regards to my poor attendance. What will happen at this meeting?

Meetings are arranged for you to discuss your engagement and the support options available to help you succeed. They also provide an opportunity for you to inform us if you are facing any difficulties that are affecting your full participation in the course. Failure to attend these meetings may result in formal action being taken against you under the Attendance and Engagement Policy and the Students at Risk Policy.

Performers College students – Due to the nature of your course, your attendance will be closely monitored by Performers College staff. You may be contacted about low attendance and engagement at a higher standard than that outlined in the published Engagement and Attendance Policy