

Attendance FAQs – SRV Handbook*

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/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 via srvattendance@bimm.ac.uk.
2. **Why does the university record attendance?** - Research shows the positive links between good attendance and good grades. We care about our students getting the best outcome possible and therefore have a duty to try to help in any way we can. It allows us to intervene before a student's poor attendance puts them at risk of failure or visa withdrawal.
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 make sure to fill in the relevant form below for minor illness reporting. This will then be authorised by the respective Information Hub.

Forms:

[BIMM University Brighton - Absence Form AY 24-25](#)

[BIMM University London - Absence Form AY 24-25](#)

[BIMM University Manchester - Absence Form AY 24-25](#)

[BIMM University Birmingham – Absence Form AY 24-25](#)

[BIMM University Bristol - Absence Form AY 24-25](#)

[Performers College Essex – Absence Form AY 24- 25](#)

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

Information Hub Bristol informationhubbristol@bimm.ac.uk

Information Hub Performers College Essex info@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 [SRV Authorised Absences Request 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 please use the [Request Future Absence Form 2024-2025](#)

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 on a SRV is to study – you will have to attend your lessons and forego those working hours or change your job to one that is more flexible.

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 at your classes on time in order to ensure that your attendance is marked correctly. If you believe you have been marked incorrectly while in class, please make sure to speak to the lecturer at the end of the lesson to check your register is marked correctly.
9. **I want to travel home to see my family for a few days. Can I travel during term-time?** - would not recommend any travel during term-time. However if you have no timetabled lessons during a particular period (for eg. a weekend), you could 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 Absent for lessons, it is your responsibility to ensure that your attendance is registered correctly. Please contact the relevant tutor/Course Leader to request this to be amended.
11. **I have received an invite to an Attendance meeting by the SRV Attendance team/the HOS/Course Leader with regards to my poor attendance. What will happen at this meeting?** - Meetings are set up for you to discuss your engagement and the mechanisms of support that can be put in place in order for you to succeed. It is also an opportunity for you to let us know if you are experiencing any difficulties which are preventing you from engaging fully with your course. Failure to attend these meetings may result in formal action being taken against you via the Attendance and Engagement Policy and Students At Risk Policy.

*Performers College Essex – The attendance for SRV students at PC Essex will continue to be monitored by the college staff, with oversight from the Immigration and Compliance Team.