

# UCLAN London Attendance Procedure



University of  
Central Lancashire  
London

# Importance of Attendance

The University wants you to do the best you can in your studies. There is a wealth of research that has proven that students who achieve well are those that attend well. You owe it to yourself to benefit as much as you can from your investment with us. It will be difficult for us to confirm you as an active student to the SLC if your attendance is not recorded correctly.

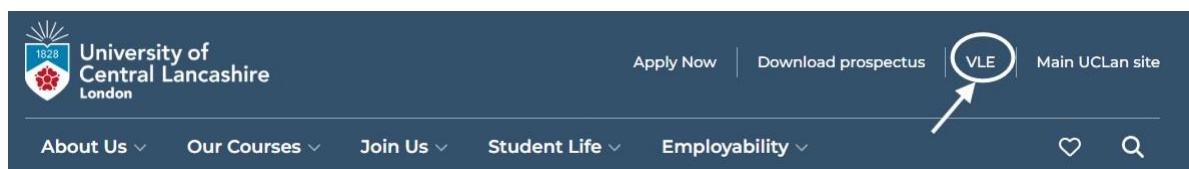
**As a student, it is your responsibility to make sure your attendance is up-to-date and correct. You are expected to join your university classes and Zoom webinars on time, so please consider any transportation or internet issues.**

If you join your class more than 30 minutes after the session begins, you will be recorded as absent. You may be required to meet with your Personal Development Tutor to discuss your attendance or punctuality. We expect you to follow the attendance procedure correctly to avoid discrepancies showing on your report.

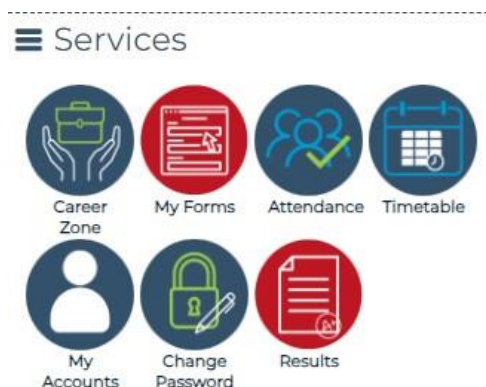
# Accessing Your Attendance Report

Regularly reviewing your report is essential to ensure everything is current and accurate. To check your attendance report:

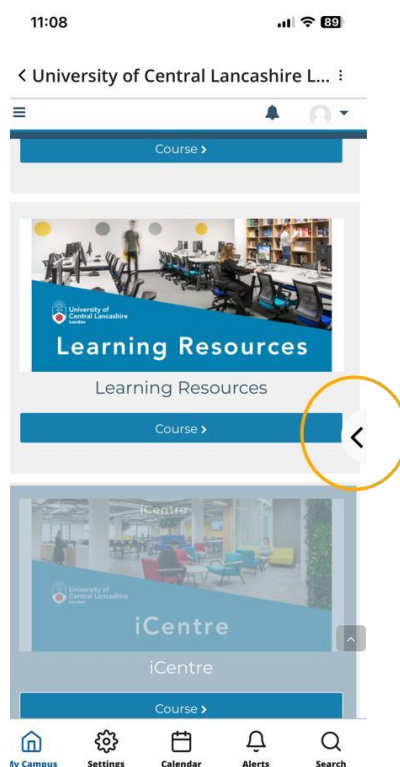
Simply log into VLE (<https://vle4.myonlineuni.org/login/index.php>)



Go over to the **Services** menu, on the right hand-side and select **Attendance**:



**If you are accessing VLE via your mobile device, you might need to extend the page by clicking the arrow on the right-hand side.**



# Understanding Your Attendance Report

The following provides a more detailed explanation of how to read and understand your report:

1. States your attendance summary over the course of your degree and your attendance percentage.

## Student Information Management System

### Student Attendance Detail

Print Date 16-Oct-2024 11:23:57

Enrollment Ref.: /

Student:

Course: BSc (Hons) Mental Health and Wellbeing



**Attendance Summary for Enrollment Reference 6001509 for course BSc (Hons) Mental Health and Wellbeing**  
85.71% ( 14 classes:12 attended)

#### Academic and Professional Skills

Class Date	Time	First Name	LastName	Present
24-Sep-2024	p.m.			<input checked="" type="checkbox"/>
27-Sep-2024	a.m.			<input checked="" type="checkbox"/>
01-Oct-2024	p.m.			<input checked="" type="checkbox"/>
04-Oct-2024	a.m.			<input checked="" type="checkbox"/>
08-Oct-2024	p.m.			<input checked="" type="checkbox"/>
11-Oct-2024	a.m.			<input type="checkbox"/>
15-Oct-2024	p.m.			<input checked="" type="checkbox"/>

**Attendance Summary of Academic and Professional Skills (2409) 85.71% ( 7 classes: 6 attended)**

#### Mental Health and Wellbeing in Context

Class Date	Time	First Name	LastName	Present
24-Sep-2024	a.m.			<input checked="" type="checkbox"/>
27-Sep-2024	p.m.			<input checked="" type="checkbox"/>
01-Oct-2024	a.m.			<input checked="" type="checkbox"/>
04-Oct-2024	p.m.			<input checked="" type="checkbox"/>
08-Oct-2024	a.m.			<input type="checkbox"/>
11-Oct-2024	p.m.			<input checked="" type="checkbox"/>
15-Oct-2024	a.m.			<input checked="" type="checkbox"/>

**Attendance Summary of Mental Health and Wellbeing in Context (2409) 85.71% ( 7 classes: 6 attended)**

2. States your module title and the term that the summary below relates to and the overall percentage for the module.

3. States the date that the class was held, the session time, your name, and whether you were marked present. A tick means you have been marked present and no tick means you have been marked absent.

# How Can I Contact the Attendance Department?

Simply go to my forms via VLE Services, click on 'My Forms', then 'Attendance Enquiry Form'.



Please choose from following:

- **Letter Request**
- **Attendance Enquiry Form**

Before you start, you must confirm that you have read the UCLANL Attendance Procedure. By ticking this box, you are agreeing that you have read the procedure and understand that your attendance might not be amended if the procedure was not followed correctly.

**Attendance Enquiry Form**

University of Central Lancashire, London Student Id.:

Please note that you must complete all fields marked with an asterisk \*

☐ \* Please confirm that you have read University of Central Lancashire, London attendance Procedure. By ticking this box, you are agreeing that you have read the Attendance Procedure *and you understand that your attendance might not be amended if the procedure was not followed correctly.*

[Click here for attendance procedure](#)   [Click here for attendance Report](#)

Add the date(s), session(s) and module(s) wish to enquiry about, **you can add multiple dates, edit/or delete**. Always check your attendance report before making requests.

**Please select the date(s) and session you wish to enquiry**

Attendance Date \* :

Attendance Session \* :

Module \* :

Please ensure you select 'Add' after you have filled in the information. If you are enquiring for more than one date, please fill out each date, then add accordingly.

Date	Session	Module	
30/9/2024	AM	Computing Principles (01)	<a href="#">Edit</a> <a href="#">Delete</a>
14/10/2024	PM	Academic and Professional Skills (03)	<a href="#">Edit</a> <a href="#">Delete</a>

In the last section, you will need to answer some questions and tell us more about your enquiry, using the drop-down menu and comment box provided.

How did you attend your class? \* :

**If you are reporting any short-term absences, you must contact your PDT or lecturers who are teaching your missed classes.**

All attendance enquiries will be responded to within **3-5 working days**, and you will be communicated to via your student email.

# How Can I Record My Attendance?

Before logging your attendance, you **MUST** first connect to the **UCLANL Wi-Fi**. Without this connection, you won't be able to access the system to record your attendance.

**WI-FI Username: UCLanL**

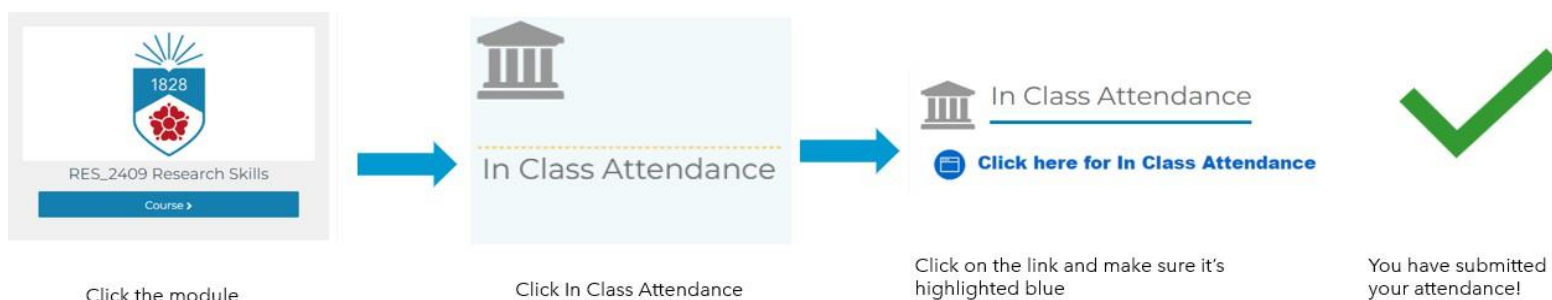
**Password: 1nt3rn3t@UCL@nL**

**Or**

You can scan the QR below if you are using a mobile phone:



Once you have successfully connected, check your timetable to confirm the module, return to the main page and follow the steps below:



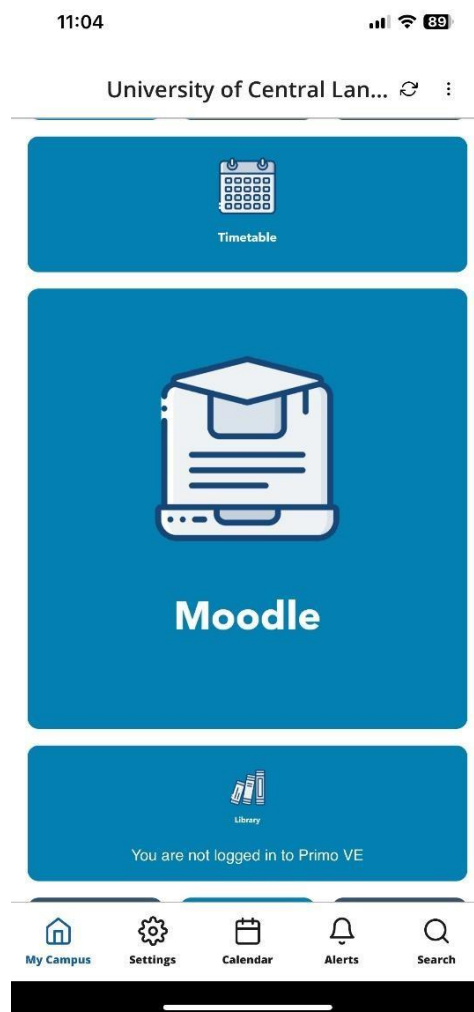
If the link is greyed out and marked as **RESTRICTED**, as shown below, ensure you are connected to the Wi-Fi. If the issue persists, visit the LRC immediately for help and use the available PCs to record your attendance on time.

In Class Attendance

 [Click here for In Class Attendance](#)

**Restricted**

You can also record your attendance using the myUCLANL App, select **Moodle**, log in, then follow the same procedure to record your attendance.



## What Time Should I Record My Attendance?

Ensure you record your attendance within the designated time slots:

AM Sessions: between 09:45 - 10:30

PM Sessions: between 13:45 - 14:30

EV Sessions: between 17:45 - 18:30

**If you register your attendance after 10:30/14:30/18:30, your attendance will not be recorded, and you will be marked as absent.**



# Attendance FAQs

## **I am not able to connect to the UCLANL Wi-Fi.**

Make sure you are using the correct password: **1nt3rn3t@UCL@nL**

## **I am not able to use my device.**

Please access one of the computers available on-site – please ask at the iCentre where you can find the nearest computer on campus

## **I forgot to record my attendance; can you sign me in?**

It is the student's responsibility to record their attendance. Forgetting to record your attendance will automatically mark you as absent and the Attendance Team may refuse to amend your attendance.

## **Can someone else record my attendance for me?**

**No.** This is a form of gross misconduct. Students found accessing someone else's VLE to record their attendance on the first occasion may become ineligible for the Travel Bursary. Those who persistently do it for others may risk expulsion from the university. Classroom checks are conducted regularly by senior management.

## **My Attendance Record is incorrect**

Ensure you record your attendance within the designated time slots:

AM Sessions: between 09:45 - 10:30

PM Sessions: between 13:45 - 14:30

EV Sessions: between 17:45 - 18:30

If you register your attendance after **10:30/14:30/18:30**, your attendance will not be recorded, and you will be marked as absent.

## **Can an academic amend my attendance?**

No, academics cannot amend your attendance.

## **My lecturer takes a paper register; can I use this as evidence of my attendance?**

If your lecturer takes a physical paper register, this is for their reference only and not evidence of your attendance. You must follow the attendance procedure accordingly to record your attendance. Paper registers will only be used to record attendance should any technological issues affect the whole class.

## **I am going to be absent for more than 2 weeks; what should I do?**

You must contact the iCentre or Personal Development Tutor to help support your circumstances.

**I have provided evidence to support my reason for my absence, will my attendance be amended?**

If you are not physically present in the building, you will remain as absent. Please be advised, that you do not need to notify us about short-term isolated absences, as we do not amend attendance data to show attendance when you are absent, for whatever reason. You are only required to inform your PDT and the Academic(s) who are teaching your missed classes.

**When can my attendance be amended?**

Your attendance will be amended for technological errors or valid reasons recognised by the attendance team.

**Can the attendance team amend my attendance from last trimester?**

Once a new trimester has started, the attendance team can only deal with attendance enquiries for class assessments such as presentations.

**Can I attend a class that is not scheduled on my timetable, and will it affect my attendance?**

You should only be attending classes on your scheduled timetable, which you should check regularly each trimester as it is liable to change.

**How do I know if my attendance has been recorded?**

It is your responsibility to ensure that your attendance is recorded accurately. You should check your attendance report frequently on VLE.

**My attendance record is incorrect, what do I do?**

If you believe that your attendance record is inaccurate, please email the attendance department.

**I have the same module all day; how can I record my attendance correctly?**

Even if you have the same module all day, you will need to record your attendance separately for both **AM** & **PM**, otherwise, you will be marked as absent.

**If you have further questions about your attendance, please contact  
[attendance@london.uclan.ac.uk](mailto:attendance@london.uclan.ac.uk)**