Attendance and Absence on EMS placements 2024-25

Full attendance and participation on EMS placements is compulsory and essential for you to pass each EMS placement.

If you are absent from an EMS placement for any reason you must inform the EMS placements office **EMS@rvc.ac.uk** as soon as possible. As part of your performance record, all absences are recorded and monitored.

Students are permitted up to 1 day of absence for a 1-week EMS placement, and up to 2 days of absence for a 2-week EMS placement for approved reasons such medical reasons or extenuating circumstances as directed by the table below. Where a student has been absent for more than this, they will be required to make up the days at a future EMS placement or repeat the placement at the next scheduled opportunity.

Absence Forms

Please complete the relevant absence form and send this to the EMS office EMS@rvc.ac.uk for processing. Requests for authorisation of future planned absences should be made no later than 7 days before the date of absence.

- **Medical Absence Form**
- **Variation Absence Form**

Please see the table below for examples of allowable absences:

Reason for Absence	Allowable Time Period	Authorisation Required	Other
Medical: Illness, Injury	*Up to 1 day from a 1-week EMS placement. *Up to 2 days from a 2-week EMS placement.	Medical absence form must be completed.	If this absence lasts for more than the allowed days, you will be asked to make up the missed days or repeat the placement.
Medical: Healthcare appointment	*Up to 1 day from a 1-week EMS placement. *Up to 2 days from a 2-week EMS placement.	Medical absence form must be completed.	Requests for authorisation of future planned absences should be made no later than 7 days before the date of absence
Bereavement	*Up to 1 day from a 1-week EMS placement.	Variation absence form must be completed.	

	*Up to 2 days from a 2-week EMS placement.		
Attendance at a Funeral	*Up to 1 day from a 1-week EMS placement. *Up to 2 days from a 2-week EMS placement.	Variation absence form must be completed.	
Travel Disruption e.g. public transport travel strike, car breakdown.	*Up to 1 day from a 1-week EMS placement. *Up to 2 days from a 2-week EMS placement.	Variation absence form must be completed.	
Exceptional/Unforeseen Circumstances e.g. adverse weather, emergency/disaster events.	*Up to 1 day from a 1-week EMS placement. *Up to 2 days from a 2-week EMS placement.	Variation absence form must be completed.	
Caring Responsibilities	*Up to 1 day from a 1-week EMS placement. *Up to 2 days from a 2-week EMS placement.	Variation absence form must be completed.	
Military Service	*Up to 1 day from a 1-week EMS placement. *Up to 2 days from a 2-week EMS placement.	Variation absence form must be completed.	Provision of individual's call-up papers (translated where necessary) together with evidence to show that the service cannot be deferred.
Religious Observances	*Up to 1 day from a 1-week EMS placement. *Up to 2 days from a 2-week EMS placement.	Variation absence form must be completed.	
Other Variable Absence. Including but not limited to: driving test; family commitment; job interview; veterinary conference; Student Union event (inc. Sport).	Up to 2 separate instances (days/shifts) of absence. Note these 2 instances cannot take place within the same EMS placement, nor exceed the permitted 1 day from a 1-week EMS placement / 2 days	The EMS Directors will consider these on a case-by-case basis. In some cases, further consultation with relevant individuals may be required. A Variation Absence Form must be	

	from a 2-week EMS placement.	completed and authorised in advance.	

**Where a student has been absent for more than this, they will be required to make up the days or repeat the EMS placement at the next scheduled opportunity.*

Please note: Where there has been an absence, it is still your responsibility to ensure that you demonstrate a pass performance in the time you are on the EMS placement and that you have completed any compulsory elements within the EMS placement. This may mean that you need to return to the EMS placement to cover the mandatory requirements missed.

Lateness

A student arriving late should observe professional courtesy and explain circumstances to the EMS placement host. A single episode of lateness may result in student receiving a verbal reminder from the EMS Directors or tutor of the importance of punctuality. Repeated lateness could lead to a cause for concern note issued by the EMS Directors or potentially failing of the EMS placement.

Patterns of Absence

Attendance and absences are monitored throughout the IMR & EMS cycle and this is particularly important for students with visas that require attendance monitoring. Where there are multiple absences or patterns of absence across multiple EMS placements, the senior tutors and a student's individual academic tutor will be informed, and the student may be expected to attend a meeting for further discussion and support.

Further Advice

Students are advised to contact the EMS Office and Advice Centre to discuss any problems that arise throughout the year that they feel may impact on their performance. Students may be referred to Student Performance and Development (SPD) for further discussion and support.