

Attendance and Absence on Rotations 2024-25

Full attendance and participation on rotations is compulsory and essential for you to pass each rotation, as the assessment is continuous.

If you are absent from a rotation for any reason you must inform your Rotation Leader and the Rotations Office rotationsoffice@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 rotation, and up to 2 days of absence for a 2-week rotation for approved reasons such as 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 repeat the rotation at the next scheduled opportunity. In such a situation, this would be considered a deferred assessment and not a failure.

Absence Forms

Please complete the relevant absence form and send this to the rotation leader and rotationsoffice@rvc.ac.uk for processing. Please note that absences will need to be authorised by the rotation leader, rotation supervisor, or director of rotations. We can accept an authorising signature on the form or email confirmation. 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 rotation. *Up to 2 days from a 2-week rotation.	Rotation Leader, Rotation Supervisor, or Rotations Director. Medical absence form must be completed.	If this absence lasts for five days or more, and/or you will be missing an entire rotation, you must produce a medical certificate or letter from a registered medical practitioner.

IMR Attendance and Absence Policy

<p>Medical: Healthcare appointment</p>	<p>*Up to 1 day from a 1-week rotation. *Up to 2 days from a 2-week rotation.</p>	<p>Rotation Leader, Rotation Supervisor, or Rotations Director. Medical absence form must be completed.</p>	<p>If recurrent and related healthcare appointments, you must produce a medical certificate or letter from a registered medical practitioner.</p>
<p>Bereavement</p>	<p>*Up to 1 day from a 1-week rotation. *Up to 2 days from a 2-week rotation.</p>	<p>Rotation Leader, Rotation Supervisor, or Rotations Director. Variation absence form must be completed.</p>	
<p>Attendance at a Funeral</p>	<p>*Up to 1 day from a 1-week rotation. *Up to 2 days from a 2-week rotation.</p>	<p>Rotation Leader, Rotation Supervisor, or Rotations Director. Variation absence form must be completed.</p>	
<p>Travel Disruption e.g. public transport travel strike, car breakdown.</p>	<p>*Up to 1 day from a 1-week rotation. *Up to 2 days from a 2-week rotation.</p>	<p>Rotation Leader, Rotation Supervisor, or Rotations Director. Variation absence form must be completed.</p>	
<p>Exceptional/Unforeseen Circumstances e.g. adverse weather, emergency/disaster events.</p>	<p>*Up to 1 day from a 1-week rotation. *Up to 2 days from a 2-week rotation.</p>	<p>Rotation Leader, Rotation Supervisor, or Rotations Director. Variation absence form must be completed.</p>	
<p>Caring Responsibilities</p>	<p>*Up to 1 day from a 1-week rotation. *Up to 2 days from a 2-week rotation.</p>	<p>Rotation Leader, Rotation Supervisor, or Rotations Director. Variation absence form must be completed.</p>	
<p>Military Service</p>	<p>*Up to 1 day from a 1-week rotation. *Up to 2 days from a 2-week rotation.</p>	<p>Rotation Leader, Rotation Supervisor, or Rotations Director. Variation absence form must be completed.</p>	<p>Provision of individual's call-up papers (translated where necessary) together with evidence to show that the service cannot be deferred.</p>

<p>Religious Observances</p>	<p>*Up to 1 day from a 1-week rotation. *Up to 2 days from a 2-week rotation.</p>	<p>Rotation Leader, Rotation Supervisor, or Rotations Director. Variation absence form must be completed.</p>	
<p>Other Variable Absence. Including but not limited to: driving test; family commitment; job interview; veterinary conference; Student Union event (inc. Sport).</p>	<p>Up to 2 separate instances (days/shifts) of absence. Note these 2 instances cannot take place within the same rotation, nor exceed the permitted 1 day from a 1-week rotation / 2 days from a 2-week rotation.</p>	<p>The Rotation Leader, and the Director of Rotations 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 completed and authorised in advance.</p>	

**Where a student has been absent for more than this, they will be required to repeat the rotation at the next scheduled opportunity. It will count as a deferred assessment and not a failure.*

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 rotation and that you have completed any compulsory elements within the rotation. This may mean that you need to return to the rotation to cover the mandatory requirements missed.

Lateness

A student arriving late should observe professional courtesy and explain circumstances to the rotation leader as this may have resulted in some disruption to the service (eg, reassigning student to appointment or case). A single episode of lateness may result in student receiving a verbal reminder from the rotation leader / supervisor of the importance of punctuality. Repeated lateness could lead to a cause for concern note issued by the rotation leader or potentially failing of the rotation.

Patterns of Absence

Attendance and absences are monitored throughout the IMR 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 rotations, the senior tutors and a student's individual academic

IMR Attendance and Absence Policy

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 Rotations 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.