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**Faculty of Health Sciences**

**Attendance Concern Form**

**PLEASE NOTE: this form is to be used for reporting *attendance* concerns only. If you have a concern regarding a student’s standard of professional behaviour, please complete a Student Concern Form (available at the following link):**

[**http://www.bristol.ac.uk/medical-school/staffstudents/student/forms**](http://www.bristol.ac.uk/medical-school/staffstudents/student/forms)

This form is for use by any University of Bristol or NHS Academy staff member who feels that a particular medical student’s record of attendance is a cause for concern.

It is hoped that most issues can be dealt with informally, by discussing the concern with the student, giving the student the opportunity to address the issues raised. Please consider this course of action, if appropriate, before you complete this form.

For further information on any MB ChB programme procedures, please see the Rules, Policies & Procedures Handbook available online at <http://www.bris.ac.uk/medical-school/staffstudents/rulesandpolicies>

If you wish to discuss your concerns before submitting this form, please contact the Programme Administrator on 0117 33 16751.

**This form should be completed in full and returned as below:**

**Gail Kiddle/Lisa Fitzpatrick**

**Student and Management Information Administrator**

**Faculty of Health Sciences**

**First Floor South, Senate House**

**Tyndall Avenue**

**Clifton**

**Bristol**

**BS8 1TH**

**Or by email to:** [medadmin-absence@bris.ac.uk](mailto:medadmin-absence@bris.ac.uk)

***Attendance Concern Form***

*Name of Student:*

*Year on Medical Programme (please circle if known): 1 2 3 4 5*

Details of date(s) and session(s) missed:

Please provide below any additional information about communication you have had with the student regarding their attendance:

*Please indicate below details of the missed sessions and provide copies of any information of communication you feel is appropriate to the concern raised:*

**Please Note:**

All concerns must be made by a named individual. You should be aware that under the Data Protection Act it is very unlikely that if a written concern is received that the identity of the reporter can remain anonymous as students have a right to see information held about them by the University. Please be aware that a copy of the absence concern as completed by you is sent to the student if it is agreed that further action is required.

University staff who make malicious or deliberately misleading statements concerning a student may be referred to the relevant University disciplinary procedures. No action will be taken against a member of staff who raises a concern in good faith.

**Name:** …………………………………………

**Signature:** …………………………………………

**Date:** …………………………………………

**Role** (Please circle as appropriate): NHS / Academy Staff / University Staff/ Other …………………

**Contact Details**

(so you can be contacted to discuss the concern **- these** **will not be released to the student and will be kept confidential**)

Telephone:………………………………………… Email:………………………………………….