



THE COLLEGE OF
OSTEOPATHS

Student Attendance and Lateness Policy (clinic) 2025

Policy Name	Student Attendance and Lateness-clinic
Version	3
Date reviewed	May 2025
Next review due	May 2026
Date Uploaded	June 2025



1. Introduction

The College expects all students:

- To participate fully in the learning activities associated with each module and to undertake **all components** of assessment attached to it. The students' completion of the enrolment and confirmation process includes a commitment to the following Participation Contract:
- "I undertake to participate fully in those activities which are described in each module as essential, and I will inform the Module Leader if circumstances oblige me to miss any of these activities. I recognise that failure to participate adequately in these essential activities may lead to termination of my enrolment on my programme of study. I understand that I will be invited to explain my failure to participate before termination of enrolment on the programme occurs and failure to engage in this process will be considered to be withdrawal."

To adhere to the College's Student Charter which can be seen [here](#) and the [University of Derby's Student Code of Conduct](#)

- To conduct themselves in accordance with [The Osteopathic Practice Standards \(OPS\)](#)
- To adhere to guidance produced by The College of Osteopaths related to the Soft Tissue Diploma.

2. Clinic Attendance

Clinical learning at the College comprises of three clinical modules, each with specific attendance requirements, (see module handbooks for information).

By the end of the programme, all students must complete a minimum of 1000 hours, have treated

50 patients presenting as new or reassessment within the college clinics and demonstrate they are likely to be able to practice in accordance with the Osteopathic Practice Standards (OPS).

3. Cancellation

Students must log into the COET diary to cancel a booked session, where the session to be cancelled is more than 7 days in advance. If the session is less than 7 days in advance, students must email the relevant clinic to cancel the session.

At least 24-hours' notice must be given to cancel any booked session. This allows the team to release the session to other students and helps to prevent cancellation of patients.

It is the student's responsibility to cancel their own bookings

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4. Late Arrival and Non-Attendance

In exceptional circumstances, where at least 24 hours' notice cannot be given, such as in the event of sickness, please telephone the relevant clinic as soon as you are able to do so, to inform them of your situation. **Please do not contact a tutor or another student and ask them to pass on a message as this will be considered a failure to inform the College.**

Late arrival is defined as not being in clinic at the beginning of your booked session e.g. 09.00, 13.00 or 17.00. If you are anticipating a late arrival, please indicate your expected time of arrival when you ring the clinic. Students who are late will only be credited with the hours/minutes they are on the clinic premises for.

5. Leaving Early

If you need to leave before the end of your booked session, you must obtain permission from either the Practice Manager or Clinical Operations Manager. Failure to do so will mean you are marked absent for the whole session, it will be recorded and included as a reason for referral to your head of year.

6. Extenuating Circumstances

If you have an ongoing need to arrive at clinic later than the usual start time or must leave early, you can apply for extenuating circumstances (clinic attendance). Please contact Lisa Nelson by emailing L.Nelson@collegeofosteopaths.ac.uk to request a meeting. Lisa will come to an agreement with you relating to your clinic attendance where you will not be marked as being absent without authorisation. The agreement will be reviewed on a regular basis.

7. Penalties for Late Arrival, Cancellations, or Non-Attendance

The College will monitor all late arrivals, cancellations, and non-attendance at the clinics. Repeated behaviour (more than three times in an academic year) will result in the student being referred to their head of year for a support meeting to discuss how we can assist you to attend clinic regularly and punctually. If you are referred for a support meeting more than twice in an academic year, a cause for concern may be raised or referral to the fitness to practice process may be initiated.

8. What to do if You Are Going To Miss a Session?

Please email:

Borehamwood: reception@collegeofosteopaths.ac.uk
Stoke: osteoclinic@collegeofosteopaths.ac.uk

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At least 24 hours in advance of the affected booking for the absence/late arrival to be recorded.

Or

Please telephone:

Borehamwood: 020 8905 1395

Stoke: 01782 660000

If the session you want to cancel or advise of late arrival, is less than 24 hours away.

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