

Attendance Policy

1. Attendance policy

The Student Attendance Policy is key to the Art Academy's commitment to providing a supportive learning environment which enables students to achieve their full potential. The Academy has a duty to monitor attendance to fulfil this commitment, and to act on non-attendance so that students can be supported to complete their programme of study.

The Art Academy aims to enable all students to enhance their learning experience and develop their personal skills by requiring them to take a professional attitude to attendance and punctuality. The Academy believes that by doing so, retention, achievement and progression will be positively affected.

The Academy expects the following of all students:

- To attend all timetabled classes as required by the programme on which they are enrolled.
- To arrive on time for classes; late arrival causes disruption to other students and is unfair to the tutor.
- To notify the Academic Team of any known lateness in the morning so it may be brought to the tutor's attention.
- To notify the Academic Team in advance of any absences so it may be brought to the tutor's attention.
- To independently make arrangements to catch up on any work missed during absence.
- To not book holidays during term-time.
- To give a week's prior notice to the Academic Team of any absence or lateness where extra-curricular arrangements unavoidably conflict with classes (acceptance of the validity of the request is at the discretion of the tutor).

If a student is having, or anticipates having, difficulties adhering to this policy because of individual circumstances (for example, where caring responsibilities necessitate them leaving a class early on a regular basis, or a long term medical condition prevents attendance on occasion), personal, financial or academic problems, they should talk at an early stage to the relevant member of staff - Academic Team, their PAT or Programme Leader. Where appropriate, the Academy will make reasonable adjustments to attendance requirements on a case by case basis.

A poor attendance or punctuality record could result in the following:

- Initiation of the Fitness to Study Policy.
- A recommended period of interrupted study.
- Bursary payments being withheld.
- The Art Academy informing any relevant funding body/sponsor who may then withdraw the student's funding.

- Possible action under the Academy's Disciplinary Policy and Procedures The student's registration on the programme may be terminated.

2. Academy attendance expectations.

The Academy sets a minimum benchmark for attendance expectations. Students are expected to have an overall attendance record of at least 80% Students who have attendance below 60% will be considered at high risk and be fast tracked to stage 2 of the Attendance procedure.

Students must also be present for 80% of each individual class to be regarded as having attended that class: e.g. if a student arrives after the morning break for a whole day class they will be marked as absent. Likewise if they arrive on time but leave at the afternoon break.

2.1 Short and Long Term Explained Absences

Students should inform the Academic Team of Short-term absences of up to two weeks due to illness. Longer periods should be covered by a medical certificate, which will need to be sent to the Admissions & Student Services Manager. In cases of both short and long term absences, students will be reminded of the Extenuating Circumstances Policy. The Alternative Assessment Policy may be applicable to students who have ongoing medical condition(s).

Where there is a long term explained absence a review will take place upon the student's return. The review will consider the study that has been missed and the potential workload on the student during the remainder of the academic year together with any funding and finance implications for the student and what support needs to be put in place.

3. Procedure

- Electronic registers are taken for each session both in the morning and afternoon (as relevant).
- All authorised/ notified absences or lateness will be noted on the register so both the tutor and Academic Team are aware.
- Any unauthorised/notified absences are followed up by the Academic Systems & Support Coordinator in the morning via phone/ and or email.

4. Repeated Low or Non-Attendance

4.1 Stage 1

Register reports are monitored regularly and where a student is in danger of not achieving the 80% benchmark for any part of their programme (module or elective skills workshop). They will be invited to discuss the matter directly with the Admissions & Student Services Manager. The meeting may result in referral to further support; agreed targets and a timescale for improvement; reasonable adjustments to attendance expectations; referral to the Extenuating Circumstances Policy, Alternative Assessment Policy or initiation of the Fitness to Study Policy.

Students are able to interrupt study (as per the academic regulations) for personal and medical reasons.

4.2 Stage 2

Where targets and a timescale for improvement have been agreed and the student's attendance does not improve as expected a letter will be sent to the student advising them that continued low attendance /sustained absence without contact may ultimately result in withdrawal from their programme. The student will be requested to attend a meeting with the Programme Leader and Admissions & Student Services Manager Manager.

The meeting may result in referral to further support; a revision of agreed targets and a timescale for improvement; reasonable adjustments to attendance expectations; referral to the Extenuating Circumstances Policy, Alternative Assessment Policy or initiation of the Fitness to Study Policy.

Students are able to interrupt study (as per the academic regulations) for personal and medical reasons.

4.3 Stage 3

If the student's attendance does not improve as per the agreement, or where the student is absent for a prolonged period and does not contact the Academy (within four weeks of their last timetabled session), a letter will be sent informing the student that if they do not contact the Academy within one week of receiving the letter, they will be withdrawn from their programme. The student will be requested to attend a meeting with the Director of Programmes and Admissions & Student Services Manager.

Withdrawal from a programme will always be a last resort and where a student is in stage 3 of the process and engaging with staff as requested, further options to enable continued study will be paramount.

Students are able to interrupt study or withdraw (as per the academic regulations) for personal and medical reasons.

If the student fails to attend this meeting, the Academy's policy and procedure for withdrawal and interruption of study will be applicable.

5. Contacts

Academic Team: academic@artacademy.ac.uk 02074076969

Admissions & Student Services Manager r: aimee@artacademy.ac.uk 02074076969

Policies and documents that supplement and reference this document:

Quality Handbook
Student Handbook
Tutor Handbook
Student Disciplinary policy and procedure
Fitness to Study policy
Withdrawal and Interruption of Study Policy

Regulations for the Validated Awards of the Open University

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Author of amendments	Darren Nairn Director of Quality & Student Experience	Next review date	July 2027
Changes (list sections)	Change of responsibilities - Academic Programme Manager to Admissions & Student Services Manager. Update of job titles throughout including removal of Director of Quality & Student Experience		
Approved by	Academic Board	Date of approval	(AQSSEC)