ART ACADEMY LONDON

Attendance Policy

1. Attendance policy

The Student Attendance Policy is key to Art Academy London'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.

Art Academy London 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 class members 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 difficulties attending classes because of personal, financial or academic problems they should talk at an early stage to the relevant staff - Academic Team, their PAT or Programme/ Pathway Leader.

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

- Bursary payments being withheld.
- Art Academy London informing any relevant funding body who may then withdraw the student's funding.
- Possible action under the Academy's Disciplinary Policy and Procedures which identifies unauthorised absenteeism or poor punctuality as misconduct and as such is subject to disciplinary procedures.
- The student's registration on the programme may be terminated.

Students are expected to adhere to the terms of this policy. However, where a student is unable to meet one or more of the requirements of the policy due to individual circumstances (for example, where caring responsibilities necessitate them leaving a class early on a regular basis), they may discuss these circumstances with the Academic Programme Manager, who has discretion to agree different arrangements if s/he deems it appropriate. This should be done prior to the beginning of the relevant module or elective skills workshop course.

2. Academy attendance expectations.

The Academy sets a minimum benchmark for attendance expectations. Students must have an overall attendance record of at least 80% in order to successfully complete their programme. 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 Procedure

- Electronic registers are taken for each class both in the morning and afternoon.
- 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 Administrator in the morning via phone/ and or email.

2.1.1 Stage 1

Register reports are monitored regularly and where a student has missed one or more days without authorisation, they are in danger of not achieving the 80% benchmark. This applies to any part of their programme (module or elective skills workshop). They are deemed to be a cause of concern and will be invited to discuss the matter directly with the Director of Programmes and Academic Programme Manager. Consideration will also be given to those students whose absence has been explained but where that absence is having an impact on their study.

2.1.2 Stage 2

If the student's attendance does not improve, or if the reason for a student's absence has not been determined for four timetabled taught days, a letter will be sent to the student advising them that sustained absence without contact may result in the student being withdrawn from their programme. The student will be requested to attend a meeting with the Programme/ Pathway Leader, Director of Programmes and Academic Programme Manager.

2.1.3 Stage 3

If the student's attendance does not improve or if the student does not contact the Academy within four weeks of their last timetabled session, a second 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, Director of Academic Quality, Standards and Student Experience and Academic Programme Manager.

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

2.2 Long term explained absence

Where there is a long term explained absence a review will take place within four weeks of the student's last date of attendance. The review must 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.

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

Document name	Attendance Policy	Document owner	Darren Nairn
Date originally created	April 2018		
Version	3	Review date	May 2022
Author of amendments	Darren Nairn	Next review date	May 2026
Changes (list sections)	None		
Approved by	Academic Board	Date of approval	May 2022 (AQSSEC)