

## Attendance Policy

### Introduction

1. This policy sets out the School's expectations of students' attendance, including students holding a Student Visa.
2. A high level of engagement with your learning and teaching and with the opportunities offered to you at the School will benefit your progress and help ensure your success on your course. Engagement with your tutors and other teaching staff is important, and they will advise you on how they will support you with your learning and progress.
3. Poor attendance not only affects you but also affects others who rely on you in group projects and for peer learning. If the School identifies poor attendance and engagement, we will intervene to support you and help you to identify any barriers you may be facing.

### Participation and Attendance Expectations

4. The School expects you to **consistently and punctually** attend **all** scheduled sessions, and this includes all learning activities set out in your course handbook and any set out in any modules guides and all placements, work experience and other required parts of your course. Whilst the School recognises that students may face a number of challenges whilst they are studying and that you may have significant other commitments such as childcare, religious or caring responsibilities, we do expect you to manage these around your scheduled sessions in order to take part in the course fully and get the most from your time at the School.
5. In general, for students on full time courses the School operates a five-day week from 09.30-17.30 but during production periods, evening and weekend work may be required. Although breaks are scheduled at Christmas, Easter and in the summer, full time students (particularly those in the second year of the MA course) may be expected to work in such breaks where the course demands it, in addition to the normal School sessions.
6. For some courses, your attendance and punctuality will be monitored and recorded and may form part of your assessment of your progress and performance on your course. Students to whom this applies will be informed by their Head of Department at the start of the course.

### Authorised Absences

7. Except for health or compassionate reasons, absences from the course cannot usually be granted. If you need to be absent from your course for any reason, you must contact

your Head of Department and get their express written approval, if possible in advance, for the absence. You should not make any arrangements until the period of absence is approved. If the absence is approved, you should make arrangements to make up any missed work and ensure that this does not negatively impact on your progress or those of other students on the rest of the course.

8. If a period or periods of absence is expected to prevent you from progressing satisfactorily on your course, you may be required to either temporarily or permanently withdrawn from the School.
9. Students who are allowed any period of absence will not be entitled to a refund of fees.
10. Students with disabilities are expected to adhere to this policy in the same way as other students. However, some disabilities may affect a student's attendance and timekeeping, particularly if it is a fluctuating condition. Students with ongoing medical or mental health conditions are encouraged to contact Student Support and Wellbeing Team so that a Reasonable Adjustment Plan (RAP) can be drawn up to outline the reasonable adjustments a student may require to support them with the course. Where a RAP has been agreed and is in place, an occasional absence from the course may be recommended as a reasonable adjustment. The student must notify the Head of Department and their coordinator of their absence, in advance if possible.

### **Unauthorised Absences**

11. If you are unable to attend your course for any reason, for example due to illness, you should contact your Head of Department and/or course leader and your curriculum coordinator as soon as possible, and preferably before 9.30 on the first day of absence. Your Head of Department may ask for evidence to support the reason for your absence. In the case of illness, a medical certificate is required after 7 days of absence. This must be sent to your curriculum coordinator.
12. If you know you are going to be late to a scheduled session, you should notify your course leader and/or Head of Department and your curriculum coordinator as soon as possible, and preferably before 9.30am on the day of the session.
13. If the session you are missing/have missed is delivered by a tutor or external speaker, you should also contact them to explain your non-attendance.
14. Repeated instances of unauthorised absence, lateness or failure to attend without good reason will be dealt with under the School's [Student Misconduct Policy](#). Additionally, if a period or periods of unauthorised absence or lateness prevent you from progressing satisfactorily on your course, you may be required by a Progress Review Panel to either temporarily or permanently withdrawn from the School.

### **Holders of a Student Visa**

15. The School is required to monitor your attendance and report absence as appropriate to the UKVI. Your department will monitor your attendance on your course using

contact points that you will need to meet, which includes attendance at all scheduled teaching sessions.

16. Curriculum coordinators have to report any unauthorised non-attendance to Registry, who will notify your Head of Department that you have been absent. They will require you to attend a meeting to discuss the reasons for your non-attendance. If your attendance does not improve, a formal written warning letter will be issued outlining the conditions under which you can stay on the course. If there continue to be concerns about your attendance, your case will be dealt with under the School's Misconduct Policy. This could result in you being withdrawn from your course. The School is then required to report your withdrawal to the Home Office and your visa will be curtailed (cancelled) and your right to stay in the UK revoked.
17. The School does not have to report short periods of absence to the UKVI **if** this has been approved in advance by your Head of Department.
18. For students working or studying off-site e.g. on a placement or undertaking work for their course away from the School, we are required to continue to monitor your attendance. If we identify problems with attendance during these periods we may need to report this to the Home Office. During your off campus study you must therefore:
  - Remain in contact with your Department
  - Continue to check your School email account regularly and reply promptly to any communications
  - Notify the School if your circumstances change in any way.
19. If you have to take time out from your course or if your studies are suspended for any reason, the School is required to withdraw its Student Visa Sponsorship and report the change in your circumstances to the UKVI. You would then have to leave the UK within 60 days. To return to the course, you will have to re-apply for a new visa from your home country.

**This policy was last approved by ASC in July 2022**