



CAMBRIDGE
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Attendance and Engagement Policy

Part A: RQF Level 3 and below courses: applies to Pre Programme, GCSE, UFP, A Levels, Extended Diploma courses and Music Foundation, and any other courses below RQF level 3

Part B: RQF Level 4 and above courses (HE): applies to Foundation in Art and Design, Drama Foundation, Degree courses, Graduate Diploma and Masters courses and any other courses above RQF level 4

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Approved by Principals	Yes
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Key Staff	Principal(s), Head(s) of Welfare, Attendance staff, Senior Academic staff and Pastoral staff
Lead on Updating Policy	Attendance Managers and Principal(s)



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Attendance and Engagement Policy, PART A: RQF Level 3 and below courses

1. Aim

Enable all students to maintain 100% attendance in order to promote their achievement and success.

2. Principles to be followed to achieve the aim

Ensure all College staff are proactive in following up issues and that there is prompt, accurate and comprehensive liaison with parents and agents.

There will be recognition of critical times in the life of a student after absences (e.g. after long term illness, bereavement) when we need to be proactive to ensure that the student is well supported and good attendance is picked back up. Every case must be judged on its merits.

3. Statutory guidelines and responsibilities

UKVI

The College will observe the requirements of UK Visas and Immigration (UKVI). Maintaining satisfactory attendance is part of the visa conditions for students studying under a visa in the UK. It is the responsibility of the institution to ensure accurate attendance monitoring and prompt follow up occur across all courses.

- We will cease to sponsor students who repeatedly fail in meeting attendance requirements.
- The College will cease to sponsor any Tier 4 student who misses 10 consecutive contact points. A contact point is defined as an entire day (Monday to Friday). In addition to timetabled classes, contact points may also include meetings with residential staff or welfare/pastoral staff if necessary in welfare cases
- A student who has missed 10 missed contact points may, in exceptional circumstances, be allowed back into the College. The student will be required to document any reason for the absences and continued sponsorship will be at the discretion of the Principal/Head of School
- When the College ceases to sponsor a student, this will be reported to UKVI via the SMS and the Tier 4 visa will then be curtailed by UKVI.

4. Student responsibilities

It is the responsibility of all students to ensure that they attend every lesson throughout their studies.

If students are aware in advance that an event will result in them missing lessons they must seek authorisation in advance. Students must provide appropriate evidence for any absences.

5. Staff responsibilities

Staff must support students to maintain 100% attendance.

Teaching staff must complete the register for every lesson during the first 10 minutes. They must promptly amend the register when a student arrives late to their lesson.



6. Procedures

The policy is aimed to reflect the age range of students attending the schools.

New teachers will receive an induction on their role in attendance matters.

Strategies for supporting students to maintain 100% attendance

Positive support may include:

- Daily waking up of students in accommodation.
- Use of a Student Contract and/or Report Card this should be accompanied by regular review meetings.
- Meeting with College pastoral or welfare staff to try to understand the root cause for the absence.
- Informing parents about each absence which (if by email) requires an acknowledgement or is followed up by a phone call.
- Certificates or public acknowledgement and an entry made on the Shackleton for 100% attendance over at least a term.
- After a long term authorised absence:
 - Staff awareness so there can be individual responses to student need.
 - Some work set prior to return under the management of tutors/teachers.
 - Enhanced monitoring attendance on return, to encourage and motivate the student.

Sanctions which may be applied:

- Gating in residence and/or early curfew.
- Detention and/or Saturday supervised study.
- Exeat refusal.
- An increase in discipline stage with concomitant sanctions and this information being relayed to parents.
- Meetings with senior staff to ask for an explanation and emphasise why lessons must be attended. This should happen the first time a student misses a lesson for a reason which will not be authorised.
- In the case of British Compulsory School Age students a formal attendance meeting with the Local Education Authority.
- Withdrawal of sponsorship.

Actions by Attendance Manager for students missing from lessons may include

- Follows up the hourly absences report.
 - Checks apparent errors in absences (e.g. if a student is known to have signed in to College, or has been seen by Day Supervisor) teacher will be emailed to confirm absent mark.
 - Checks medical authorisations and exeats.
- If student is under 16 or appears for a second time on the hourly absences report
 - Day Supervisor is alerted to look for student.
 - Attendance Manager or Day Supervisor phones student and logs any conversation on a Shackleton note.
 - Looks for student together with the Day Supervisor.



- Day Supervisor:
 - Looks for student (checks classroom, room, smoking area, Health Centre).
 - If not found calls the student and adds a note to Shackleton. Then continues to look for the student together with the Attendance Manager. If the student cannot be found DSL is notified.
- Teachers:
 - Should alert the Attendance Manager and Day Supervisor if a missing student joins their lesson.

Other actions from Attendance Managers may include

- Ensure that all registers are marked and issue reminders to staff as soon as possible so that they may still recall the lesson in question and students who attended
- Identify patterns of absence and students with high levels of authorised absence (10% or more) and alert the relevant staff Pastoral or Welfare staff for follow up action
- Compile the following reports:
 - 1) Daily 0% (null) attendance report at the end of the day.
 - 2) Weekly absence report to Personal Tutors
 - 3) Weekly Programme of Study report
 - 4) Attendance History report (updated weekly)

Procedures for Academic Tutors/Teachers

- It is the tutor's/teacher's responsibility to mark students as absent ("A"), present ("/") or late ("L") for every class using the register on Shackleton management information system.
- The register should be marked at the beginning of each lesson during the first 10 minutes.
- If a student is not in the lesson when the register is taken, they should be marked absent. If they arrive after the register is taken, then the register should be updated with a late mark (and the amount of time the student is late by).
- If it is a substantial lateness, then a note should be made on Shackleton so that it can be followed up. The class tutor should challenge lateness in class and seek a reason, issuing a sanction when appropriate in line with the Behaviour Policy.

Procedures for Personal Tutors (PTs)

The role of the PT is to provide pastoral support, but also sanctions when needed according to the behaviour policy.

Authorisation

Authorised absences are times away from College for a good reason. Unauthorised absences are those which the College does not consider reasonable and for which "no leave" is given.

UKVI state that authorised absence should be 'reasonably granted'. This means we should actively consider the intentions of the student, i.e. whether they are genuinely intending to continue their course and the impact of any absence on the student's ability to complete their course. If either of these factors is in any doubt, we may need to consider alternative action, such as withdrawal or deferral.



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Late return to the College and/or early departure caused by flight schedules will need to be sanctioned by the College on an individual basis, but only when there is a very good reason.

Educational visits (such as university open days/interviews/auditions) will usually be authorised if evidence is provided to the Attendance Manager. There may be restrictions regarding the number of days' authorisation given for these types of visits.

The College recognises that as a multi-cultural and mixed faith community there are events that will fall in term time. Authorisation for these absences will be subject to approval by senior staff.

Medical Absences

Students are responsible for the proper reporting of absences due to medical reasons. If students are unable to attend College due to illness they must:

- Contact the College as soon as they know they will be absent (this process may differ in CATS and CSVPA; students are expected to follow their agreed process).
- If asked for certification, students must obtain a letter from a registered UK doctor confirming sickness and specifying the period of time students will not attend classes.
- Medical notes from outside of the UK will be accepted only with a translation.
- Medical certificates from alternative medicine providers will not be accepted.
- CSVPA Students in Independent Accommodation may report absences due to illness without contacting the College nurse/health centre (this may include Self Certification Forms, contact from the parents/family of under 18s, medical certification), but all absences must be confirmed with the Attendance Manager.



Attendance and Engagement Policy, PART B: RQF Level 4 and above: Higher Education (HE) Courses

1. Aim

Good attendance is an integral part of academic success and progression at CSVPA, therefore monitoring student attendance and responding quickly to poor attendance is vital. CSVPA also has a legal and regulatory duty to monitor and report on student attendance, being bound by the requirements of its university partners, regulators and, for Tier 4 visa holding students, the Home Office (through UKVI).

All students are expected to attend and arrive on time to all classes. It is CSVPA's aim to encourage all students to achieve this; this includes careful consideration of authorisation of any absences and ongoing help offered to support students throughout their studies. Any individual whose attendance falls below the minimum expectation (95% for FE students and 85% for HE students) is reviewed by the Attendance Manager and Course Leaders/Directors and will need to meet with both to discuss the matter.

2. Attendance Monitoring and Reporting

Students whose attendance falls below the relevant thresholds are managed through a clear process of attendance monitoring and follow up actions. Where attendance does not improve students will receive verbal and written warnings, and eventually risk expulsion from the College. Tier 4 visa holding students will be reported to UKVI and ultimately have their visa curtailed.

Attendance is a joint responsibility. Students are responsible for their own attendance, following College processes and meeting College expectations. Academic staff are responsible for the day to day monitoring and reporting of absences (via Shackleton). Senior management and attendance staff are responsible for identifying patterns of absence and issuing follow up warnings and taking other actions as appropriate.

FE attendance is monitored and reported on a weekly basis; HE attendance is monitored weekly and reported on a monthly basis in addition to whole College reports each Half Term, Term and at the end of each academic year. Reports are issued by attendance staff and followed up by Personal Tutors (PTs) and Course Leaders (CLs) and Course Directors (CDs).

3. Categories of Absence

Authorised absences are absences approved by and agreed on by the College (such as medical absences, University Open Days, auditions and interviews). Students should have less than 10% authorised absence except in exceptional cases. UKVI are looking for authorised absence to be "reasonably granted" which means we will actively consider the intentions of the student.

Students may self-certify medical absences up to three consecutive days, absences longer than three consecutive days will require a medical certificate from a registered UK GP.

Unauthorised absences are absences from any timetabled class that have not been approved.



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4. Contact Points

UKVI requires the College to report any Tier 4 students who have missed 10 consecutive contact points. Contact points are defined as one full teaching day. In exceptional cases it can also include an in-person meeting with a staff member if that meeting is documented.

5. Consequences of Non-attendance

All FE students and HE students are subject to CSVPA's Written Warnings System. In all cases failure to attend classes may ultimately lead to exclusion from the College, although we work very hard with our students to try to avoid this.

At any stage students causing concern may be referred on for pastoral and/or academic assistance where appropriate for additional specific support. If appropriate this may mean a delay in formal warnings being issued.

Stages and Warning letters may be issued to agents and parents where applicable as per our Terms and Conditions.