



CAMBRIDGE
SCHOOL OF
VISUAL &
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ARTS

Attendance and Engagement Policy

Part A: RQF Level 4 and below courses: applies to Pre Programme, GCSE, UFP, A Levels, Extended Diploma, Music Foundation, Foundation in Art and Design, Drama Foundation and any other courses at/below RQF level 4

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Key Staff	Principal, Rector, Head(s) of Welfare, Attendance staff, Senior Academic staff and Pastoral staff
Lead on Updating Policy	Attendance Managers and Principal/Rector



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1. Aim

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

Good attendance is an integral part of academic success and progression, therefore monitoring student attendance and responding quickly to poor attendance is vital.

All students are expected to attend and arrive on time to all classes. It is our 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.

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 all parties.

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 Tier 4 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 teaching 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/Rector.
- 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 and arrive on time. Students are responsible for their own attendance, following College processes and meeting College expectations. With regards to Tier 4 students, it is a condition of their visa to attend the course for which their visa was granted. Students are responsible for notifying the Attendance Officer as soon as they know they will be absent. 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.

Academic staff are responsible for the day-to-day monitoring and reporting of absences (via the College information management system). 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. Senior management and attendance staff are responsible for identifying patterns of absence, offering support when needed and issuing follow up warnings and taking other actions as appropriate.

6. 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 aim to have less than 10% authorised absence except in exceptional cases.

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.

Late return to the College and/or early departure caused by flight schedules will be considered by the College on an individual basis, and only authorised 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 Officer. 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 where a student may request to be absent. Authorisation for these absences will be subject to approval by senior staff.

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

7. 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.

7a. 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 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 (Tier 4 students only).

7b. Actions by Attendance Officer for students missing from lessons may include

- CATS only - Follows up the hourly absences report.
- CSVPA only – Follows up the morning and afternoon 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.
- Students who appear on the absences reports and live independently or in unsupervised College accommodation, are phoned by the Attendance Officer. The conversation is logged on the College information management system.
- For students living in supervised College accommodation, the Day Supervisor is alerted to look for student in the residence and Health Centre. If student is not found, the Day Supervisor will call student and add a note to the system.
- Where absent students cannot be reached by phone, contact is also made via email.
- 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 Officer or Day Supervisor phones student and logs any conversation on a Shackleton note.
 - Looks for student together with the Day Supervisor.
- If the Attendance Officer finds that a student has had unauthorised absences for a certain number of consecutive days, as per the Missing Student Policy, the Attendance Officer will add a Student Welfare note to the system and also notify the Designated Safeguarding Lead (DSL), Deputy DSL, the Vice Principal/Provost and the Principal/Rector by e-mail.
- 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 Officer. If the student cannot be found DSL is notified.
- Teachers:
 - Should alert the Attendance Officer and Day Supervisor if a missing student joins their lesson.

7c. Other actions from Attendance Officer 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)

7d. 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.

7e. 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.

8. 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 Attendance Officer as soon as they know they will be absent.
- All CSVPA RQF Level 4 students can report absences due to illness by contacting the College Nurse if they wish but by also submitting a Self-Certification form or medical certification to the Attendance Officer. Authorisation for these absences will be subject to approval by the Nurse and the Attendance Officer.
- CSVPA Students in Independent Accommodation may report absences due to illness without contacting the College Nurse (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 Officer.



- Students who can self-certify can do so for one day, three times per term. Medical absences longer than one day will require the student to see the Nurse or provide a medical certificate from a registered GP.
- 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 documentation from outside of the UK will be accepted only with a translation.
- Medical certificates from alternative medicine providers will not be accepted.
- The College may refuse to authorise absences if students have more than 10% authorised absences. If there are multiple or frequent self-certificates submitted we may refuse to authorise absences and may request a medical certificate from a registered GP.

Attendance and Engagement Policy, COVID-19 ADDENDUM

Introduction

In response to the global Covid-19 outbreak we have made amendments to our Attendance and Engagement Policy to be able to better track students studying by distance. Attendance is required by distance learners both to support academic success and progression, and to meet UKVI requirements where relevant.

Educational settings status Form

The government-required daily educational setting status form will be completed by midday from 7th September 2020 until further notice.

Students in boarding accommodation will be considered to be 'present in the educational setting' during any self-isolation period, as long as they remain under our care.

Distance learning

UKVI have confirmed Tier 4 sponsors can also commence sponsoring new students who will start studying through distance or blended learning in the 2020-2021 academic year provided they intend to transition to face-to-face learning as soon as circumstances allow. UKVI expect Tier 4 students with a CAS to continue to be monitored.

Where a student is studying by distance learning, the colleges will use expected online contact points to monitor engagement. The college will withdraw sponsorship from students who stop engaging with their distance learning for any reason unrelated to Covid-19.



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Register codes for distance learning

To avoid misunderstanding with the current attendance code, developed to enable CATS Colleges to record and monitor attendance and absence in a consistent way, the College has created additional marks for students undertaking distance learning. All other marks used (by attendance staff) will remain the same.

Code	Definition
G	Student Present Online
J	Student Present Online but late
K	Unauthorised Absence Online

Follow up for Distance Learners

It is expected that all the school's normal processes for congratulating those with excellent levels of engagement will continue. Congratulating those who do well is as, if not more, important than supporting those who are struggling.

Students having difficulties accessing the system should immediately contact College staff so that it can be recorded appropriately. We will generally also require a parental email confirming any reasons for non-engagement.

Students who are not engaging with their studies as expected will receive regular communication from staff at the College. It is understood that there may be valid reasons that students are not attending. It is important that every effort is made to find out what the College can do to help.

Stage Warnings and Distance Learners

In recognition of the difficulties that some students may have accessing lessons remotely, flexibility is allowed in marking students as authorised absence. Flexibility may also be required with IT issues; however repeated issues will require follow up.

Engagement with teaching staff and completion of work can also be taken into account when reviewing a stage warning. A note must be recorded on Shackleton.

Students are not required to attend classes scheduled at unsociable hours (defined as pre 8am and post 8pm in their time-zone). Relevant students on these registers will be marked as 'N' – optional.



Standard stage warnings will apply, subject to the flexibility noted above. Normal college sanctions will not apply but formal letters will be sent according to the standard Student Behaviour Policy. Students may receive an improvement plan or a behaviour contact to encourage improvement.

For students who are not in the UK, the college can refuse to assign a CAS, or withdraw a previously assigned CAS, on the basis of student non-engagement. This would not normally apply unless a student is on a Stage 4 warning.

Students not attending in circumstances related to coronavirus (COVID-19)

Any student who has symptoms of Covid-19 or has tested positive for Covid-19, or who lives with someone who has symptoms of Covid-19 or has tested positive for Covid-19, must not attend classes in person.

Students who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed Covid-19, or as part of a period of quarantine, must not attend classes in person.

A student who is ill and unable to attend should be marked as 'M' (medical absence). Other students should be encouraged to participate in the online provision offered to them. If there is a requirement on registers, then these students should be marked as 'Z' (not expected). Alternatively, the online register codes can be used. Notes must be made explaining that the absence from face to face lessons is due to circumstances related to Covid-19.

For students in independent accommodation, either the student (if over 18) or their parent/guardian can self-certify absence for up to 5 missed days.

Students unable to attend in person for more than 5 days because of Covid-19 should obtain an isolation note, which can be done online via <https://111.nhs.uk/isolation-note>.

Policy Review

We will continue to monitor the Covid-19 outbreak and assess the associated risks carefully. We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any significant changes to staff, parents and students.

Related policies

Student Behaviour Policy



Appendix A - Register Codes

Code		Meaning
/	Student Present	Present
O*	Authorised Absence	Authorised
L	Late (more than 10 minutes after the start of the lesson)	Present
H*	Holiday (Late back / Early Leave)	Unauthorised
U*	Unauthorised absence	Unauthorised
D*	Suspended	Null
A	Unauthorised Absence (various reasons)	Unauthorised
E*	Interview / Educational Visit – university or higher education purpose	Authorised
X*	Incorrect student entry	Null
F*	Academic Field trip – used when students miss a class but they are present on a trip with another member of staff	Present
G	Student Present Online	
J	Student Present Online but late	
K	Unauthorised Absence Online	
W*	Withdrawn (student has withdrawn from this class)	Null
V*	Sitting an Exam	Present
P*	Postponed class	Null
#*	College Closure (Snow day/Bank Holiday)	Null
Z*	Not Expected (in the class)	Null
T*	Transferred	Null
M*	Medical/Dental	Authorised
N	Not here (optional lesson)	Null
*	Induction	Null

* Depicts marks only authorised attendance team members can enter