



# Ruskin College Oxford

## ATTENDANCE POLICY

**Created:** June 2020

**Approved:** SLT

**Last Reviewed:** -

**Responsibility for Review:** SLT

**Next Review:** June 2022

## **1. Rationale**

This policy is a response to the quality agendas and requirements presented by the Common Inspection Framework (OfSTED) and Review of College Higher Education (QAA). Its formulation is designed to enhance consistency in approach to attendance across the different programmes in College. Ruskin College is committed to offering opportunities for the development of all students in ways that meet individual needs. One aspect of this is a commitment to improving retention and achievement through raising standards of attendance and punctuality.

Attendance is necessary to help enhance educational development within the area of study, receive information about the programme, prepare for all assessments and undertake any practical work or group work (including working with others in seminars).

## **2. Aim**

This policy aims to assist all students to take responsibility for their full and prompt attendance which will enhance their learning experience, develop their personal skills and promote retention, achievement and progression. This policy should be read in conjunction with the Probationary First Term Policy.

## **3. Principles on which the policy is based**

The principles underpinning the College's approach to student attendance are:

- a. Good punctuality and attendance help students to learn and succeed,
- b. Student attendance should be managed across the College,
- c. Targets for student attendance rates should be set and monitored across all College provision,
- d. Punctuality and attendance should contribute to judgements made on the quality of provision and will be considered when deciding if a student has passed their probationary first term,
- e. Every effort should be made to maximise punctuality and attendance.

## **4. Student's entitlements**

Students are entitled to the best opportunities to be successful in their studies, including:

- a) Lessons starting and ending promptly,
- b) Staff cover, or appropriate work, in cases of staff absence (wherever possible) ,
- c) Advance warning of unavoidable changes or cancellations of classes (wherever possible)
- d) Contact from the College where there is concern that progress is being affected by attendance and/or punctuality issues

e) Guidance and/or support from the College, where possible, when a need is identified in order to assist overcoming attendance and /or punctuality issues.

#### **5. Students' responsibilities** (see also the Regulatory Framework)

Ruskin College requires students to **attend at least 80% of all classes, seminars and tutorials punctually, and to complete required tutorial work** according to their signed learning agreement (Student and College Contract), the Probationary First Term Policy, course timetable and tutorials dates, and times that are arranged with individual tutors. **Students should not knowingly miss a class or weekend (if block**

**residential) for anything other than illness or exceptional circumstances.** It is not permissible to take holiday in term-time. Individual programmes may have published requirements in excess of this.

If students need to miss a class or a weekend they should:

Either: Or And

- a. Inform the tutor who takes the class in advance, of any planned absence (e.g. for a doctor's or dentist's appointment) so that an authorised absence can be noted,
- b. Phone or email the tutor or course administrator, as soon as possible, to explain an unplanned absence. Students will be asked for personal details and for how long they expect to be absent.
- c. On return to College meet with their personal tutor and/or member of staff talking the class to discuss arrangements to catch up on any work missed during absence.

#### **6. Ruskin College staff responsibilities**

All College teaching staff are required to:

- a. Advise students of the College Attendance Policy during induction
- b. Start and finish classes on time
- c. Mark attendance, absence and lateness on the module/course register at each session
- d. Inform the course administrator, using a missed class/tutorial form or equivalent, on the day the student has been absent and/or late to class/tutorial
- e. Discuss with the student why they have been absent from classes/tutorials
- f. Help to support students' return to College, as appropriate

Course administration staff are required to:

- a. Contact the student within 24 hours of the student having missed class/tutorial asking for an explanation as to why they have missed class/tutorial/weekend and when they expect to return to college
- b. Inform the module tutor of the reasons why the student was absent and when they are due to return to the college
- c. Keep other relevant teaching staff informed of issues and actions relating to a student's attendance and punctuality on other modules
- d. Refer unresolved issues concerning attendance and punctuality to the Programme Co-ordinator and the Academic Registrar
- e. Ensure paperwork regarding student attendance is up to date.

If a student is **absent without authorisation for two consecutive weeks or misses two consecutive weekends** of a programme delivered on a block residential basis, or if they have a **marked pattern of inconsistent attendance that amounts to the same level of absence as two weeks or two weekends overall** and there has not been a response to contact from the College, the Academic Registrar will be informed and will send a 'presumed to have withdrawn letter' to the student's Ruskin College email address and to the postal address held on the College system. This letter will give the student five working days to respond. If the student does not respond, they will be withdrawn from their programme of study and will no longer be a Ruskin College student. (See also the Regulatory Framework.)

There may also be other remedial action taken, before the end of the two-week absence period, if a student's pattern of attendance and/or punctuality is not of an acceptable standard. (See also the Regulatory Framework.)

Addendum for international students:

#### **UKBA (International) students**

Ruskin College must report the following information to the UKBA within ten working days of any absence. Ruskin College needs to inform the UKBA about students who do not attend, do not comply with UKBA requirements, change their circumstances, or disappear. Student attendance will be monitored on the basis of ten consecutive contacts prior to reporting of students to the UKBA. Attendance will be monitored regularly. Any concerns will be reported to the Academic Registrar who will contact the UKBA when necessary.

#### **7. College management's responsibilities**

The Vice-Principal, working with Programme Co-ordinators, is responsible for ensuring that staff are aware of this policy and that students have been inducted into it.

Drawing on management information from the register system, the MIS Officer will produce termly attendance data and reports.

#### **8. Standards by which the success of this policy can be evaluated**

- a. Annual targets for attendance are met

- b. Continual improvement in attendance and punctuality (or maintenance of high standards where rates are already outstanding)
- c. High levels of attendance and punctuality when measured against relevant benchmarks
- d. Swift action to support students who fall below acceptable benchmarks for attendance and punctuality
- e. Improved student success
- f. Staff compliance with the policy as measured by audits;
- g. Positive feedback in self-assessment reports.

### **9. Responsibility for implementing this policy**

The Vice-Principal has overall responsibility for the implementation of this policy across the College. Programme Co-ordinators are responsible for overseeing the operation of this policy at course level.

Programme Co-ordinators are responsible for ensuring that course teams collaboratively address the requirements of this policy.

The teaching staff, together with appropriate support staff, are responsible for meeting Student Entitlements.

### **10. Review of this policy**

The periodic review of this policy will take place within three years of this revision, in accordance with review procedure.