

Sotheby's INSTITUTE OF ART

STUDENT ATTENDANCE POLICY – LONDON

Setting out attendance expectations for students

Introduction

Sotheby's Institute of Art – London programmes and courses provide highly intensive and immersive learning experiences, with access to a range of art world contexts and industry expertise. Students who fully engage with these programmes and courses not only maximize their learning opportunities but also develop and refine the employability skills and professional standards necessary to succeed in the art world environment.

This Policy provides students with the rationale and details of the process by which attendance and engagement are measured. In supporting an encouraging learning environment through the monitoring of attendance, the Institute aims to safeguard student wellbeing, to support academic performance and to meet external body reporting requirements.

Regular attendance is vital for students' progression and achievement during their studies and to future employability. Students who actively participate in their learning by attending sessions regularly are more likely to:

- a) Develop their knowledge, skills and abilities via a rewarding and collaborative experience which supports academic attainment and progression;
- b) Successfully complete their programme or course and satisfy external reporting/accreditation requirements;
- c) Realise their full potential.

All students are advised within their Programme/Course Handbook that:

Students are expected to attend all taught sessions as specified in their timetables and to undertake all preparation and written assignments required of them by the dates specified. Failure to attend classes is a serious matter and advance notification of absence must be given to the Programme Co-ordinator. The reason for absence must be given and this will be noted. For example, if a student's attendance is persistently poor, they are likely to receive a written warning and continued failure to commit to their study programme could involve disciplinary action and may also be reflected in any references that are provided.

If an Examination Board has documented evidence that, (a) as student's work, attendance or engagement has been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work, attendance or engagement but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse assessment. The Board also has the right to refuse the student reassessment/referred assessment.

- There will be occasionally circumstances where ill health or other legitimate reasons prevent students attending sessions. Students are responsible for informing the Programme Co-ordinator of these circumstances. Please note that students are likely to

be asked for additional evidence (e.g. a doctor's note) to explain an absence of more than five days. Please email your Programme Co-ordinator in the morning of each day that you are absent due to illness to ensure accurate records of attendance.

The Institute's policy is that lateness is not tolerated. Punctuality is essential; coming in late disrupts lectures and may be perceived as lacking in respect for lecturers and fellow students. Consistent lateness may result in a student being marked as 'absent'. Students should also carefully plan journeys in advance in order to avoid arriving late at scheduled visits.

Unsatisfactory attendance includes, but is not exclusively confined to:

- a) failure to attend learning and teaching sessions regularly, without providing a satisfactory reason for absence;
- b) persistent late arrival or early departure from learning and teaching sessions;
- c) failure to attend tutorials and/or interviews with a member of academic staff.

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

- a) should a student's attendance become a significant concern, the Institute reserves the right to refer to its **Student Misconduct Policy** which identifies unauthorised absenteeism or poor punctuality as misconduct and as such is subject to disciplinary procedures;
- b) for international students, the Institute informing the Home Office, who may then withdraw the student's visa;
- c) for students in receipt of a student loan, the Institute informing the Student Loans Company that the student is in breach of the terms of the loan;
- d) a history of poor attendance will become a permanent part of a student's record and may be taken into account if references are requested for potential future employers or for further study;
- e) refusal of assessment at an Examination Board.

Monitoring students' attendance and engagement with their programme

All students are advised within their Programme/Course Handbook that:

You must swipe in using your student ID card at the start of every taught session. Each classroom has a grey reader which you touch your card against. This automatically maintains your attendance record and is emailed to programme staff daily. Students who have forgotten or lost their ID cards must sign in at Reception before the start of each session. In the case of a lost ID card, a new one should be purchased from Reception at the cost of £10. Where sessions are conducted in locations other than the Institute, including on trips and visits, a paper register will be taken to confirm attendance. If you are late, please ensure that you touch your card, or sign in on a break or when exiting. You will be shown how this works at the start of the semester. You may only swipe in for yourself. If it is discovered that other students have been swiping/signing in on your behalf, or that you have been swiping/signing in on the behalf of other students, then disciplinary action may be taken.

Programme Co-ordinators are the first point of contact for students to report and explain absence and it is their responsibility to update, maintain and monitor the attendance records of students.