

THE GLASGOW SCHOOL OF ART

STUDENT ATTENDANCE POLICY

POLICY DETAILS:

Date of approval	4 May 2016
Approving body	Academic Council
Supersedes	
Date of EIA	7 April 2016
Date of next review	See Departmental Schedule
Author	Academic Registry
Responsible Executive Group area	Registrar and Secretary
Related policies and documents	GSA Code of Assessment Student Absence Policy
Benchmarking	

1. Introduction

Glasgow School of Art (GSA) is committed to providing students with a high quality learning experience and a supportive environment which enables them to achieve their full potential. Student attendance is recognised as an important element in encouraging student engagement with the learning process and improved performance.

Students who are experiencing difficulties which may prevent them from attending are strongly advised to seek advice and support from [Student Support Services](#).

GSA monitors attendance for the following reasons:

- I. To comply with the requirements of the Students Awards Agency for Scotland (SAAS) and other funding bodies who require attendance confirmation on a regular basis and must be notified of any withdrawals or periods of absence which may impact upon funding. Please see our [GSA Student Withdrawal Procedure](#) or [GSA Leave of Absence Guidance](#) for further information.
- II. To comply with the UK Visas and Immigration (UKVI) duties under our Tier 4 Sponsor Licence. This requires accurate tracking of the attendance of students who are subject to visa restrictions. Please see [Tier 4 Visa Requirements](#) for further information.
- III. To aid the early identification of students at risk of failing in order to provide timely academic and personal support.

Policy Statement

GSA expects students to attend all learning and teaching sessions associated with the programme to which they are enrolled. Learning and teaching methods for each programme and component courses are set out in Programme Specification documents. Examples of learning and teaching sessions include (but are not confined to): lectures, seminars, workshops, tutorials, studio work, field trips and placements.

Students are part of the GSA community and as such are expected to contribute to their fellow students' learning experience; this is particularly the case when engaging in assessed group work where non-attendance can impact adversely on others' experience.

Students are required to attend all examinations, tutorials and activities that contribute to summative or formative assessment. A student who is unable to attend an examination or submit work by a deadline because of exceptional or unforeseen personal difficulties should refer to Section 9 of the [GSA Code of Assessment](#), Incomplete Assessment Resulting from Good Cause. Unsatisfactory attendance is defined as failure to attend on a regular basis without providing the Programme Leader/Head of Department with a satisfactory reason for absence. All students are expected to achieve 95% attendance in relation to formal teaching sessions. When a student's attendance falls below 75% and the absences are not explained by certified illness, the student's attendance record will be considered unsatisfactory. GSA expects students

to notify the Head of Department/Programme Leader of any absence. Please read the GSA [Student Absence Policy](#) for further guidance on what is required.

Throughout this document reference is made to contacting your Programme Leader as they have overall responsibility for all students who enrol on their programme. In practice at GSA, students may find that their first point of contact during the course of their studies will be another member of staff, for example, a Head of Department, Stage Leader or Year Tutor. In relation to this policy, the term *Programme Leader* may be taken to reference the Head of Department, Stage Leader or Year Tutor. Clarification regarding your first point of academic contact will be provided at your programme induction.

2. Responsibilities

Students are responsible for:

- I. Attending all learning and teaching sessions associated with their programme of study.
- II. Notifying their Programme Leader in advance, if they are unable to attend a learning and teaching session. This may be done in person, by phone or email.
- III. Obtaining prior permission from their Programme Leader for any planned absence that occurs during term time.
- IV. Notifying their Programme Leader of unplanned or unforeseen absences within 24 hours and if requested, providing a medical certificate or other evidence in corroboration, to explain their absence.
- V. Maintaining communication with the Programme Leader during any period of absence.
- VI. Contacting GSA Student Support where appropriate.

Programme Leaders are responsible for:

- I. Reminding students of the importance of regular attendance at all learning and teaching sessions.
- II. Ensuring students are given clear, advance notification of all learning and teaching sessions.
- III. Referring students to GSA Student Support where appropriate.
- IV. Ensuring that appropriate systems are in place, within their area of responsibility, for students to provide notification of planned absences or to report any unexpected absences.
- V. Ensuring that students are made aware of the system for notification of absence.
- VI. Identifying any patterns of non-attendance and discussing this with the student.
- VII. Undertaking regular reviews of students' progress on their programme, including attendance, completion of assessment requirements and academic achievement.
- VIII. Ensuring that appropriate action is taken to help students achieve their academic aims or where students are failing to engage with their study, to provide appropriate guidance.
- IX. Informing Registry of any instances of absence/non-attendance. See section 7.

Registry is responsible for:

- I. Issuing formal attendance letters when this is requested by the Programme Leader.
- II. Providing guidance to staff and students on GSA Attendance Policy and Absence Procedures.
- III. Updating a student's record to reflect any period of absence including any supporting evidence provided.

3. Tier 4 Sponsored Students

In addition to attending learning and teaching sessions, international students who are studying in the UK on a Tier 4 General Student visa must attend a re-registration session each term where the students' contact details and address will be confirmed.

When considering an application for a Tier 4 visa extension, a student's attendance record may be taken into account when a decision is being made about whether a Confirmation of Acceptance for Study (CAS) will be issued.

Please refer to the UKVI Policy for further information.

4. Student Fraud

A student must only record themselves as present at any learning or teaching session. Where students are identified as having fraudulently recorded the attendance of another student in their absence, then both parties will be subject to the [GSA Student Discipline Procedure](#).

5. Action Taken Due to Unsatisfactory Attendance

The Programme Leader/Head of Department will inform Registry when a student's attendance becomes unsatisfactory. The following procedure is then followed:

- I. Registry will send the student a formal warning letter informing them that their attendance is unsatisfactory and requesting that they make contact with the Head of Department/Programme Leader immediately.
- II. If there is no response or attendance does not improve in the following 7 days, a second formal warning letter will be sent by email and registered mail by Registry reminding the student of their unsatisfactory attendance and repeating the request that they make contact with the Head of Department/Programme Leader immediately
- III. If, after a further 7 days from the date of the letter above, the student has not been in contact and/or there is no significant improvement in attendance, then the student will be informed by Registry that they have been put on probation. The start and end dates of the probation period and the expected level of attendance required during this time will be specified.
- IV. At the end of the probation period the Programme Leader/Head of Department will return a completed Attendance Probation Report Pro-Forma to Registry which will include their recommendations on how to proceed.
- V. The Head of Academic Registry will then advise the student, in writing, of one of two outcomes of their probation period, either:
 - i. That he/she may continue on the programme; or
 - ii. That he/she will be discontinued and withdrawn from the programme.
- VI. If the decision is to discontinue the student, the student may still be eligible for an academic award. Please read the [GSA Code of Assessment](#) and Academic Regulations for further guidance.

6. Appeals Process

Any student who has been withdrawn due to unsatisfactory attendance is entitled to appeal the decision. The appeal or intention to appeal must be submitted to Registry within 10 working days of the notification of withdrawal. Please refer to the [GSA Code of Procedure for Appeals](#) for further guidance.

7. Missing Students

Where a concern is raised or brought to the attention of GSA that a student may be missing GSA will make reasonable efforts to locate that student. Concerns should be raised in the first instance with the Programme Leader or Head of Department who will where appropriate notify Registry of the concerns. Where the student cannot be located or their well-being established that student will be deemed missing and the Head of Academic Registry in consultation with the Head of Student Support and Development will inform the relevant statutory authorities.

8. Useful links related to this policy

[GSA Code of Assessment](#)

www.gsa.ac.uk/media/1149272/GSAs-Code-of-Assessment-2015-16.pdf

[GSA Code of Procedure for Appeals](#)

www.gsa.ac.uk/media/837103/gsa-code-of-procedure-for-appeals-2013-14.pdf

[GSA Leave of Absence Guidance](#)

www.gsa.ac.uk/media/1090495/LEAVE-OF-ABSENCE-GUIDANCE-2015.pdf

[GSA Student Absence Policy](#)

<http://www.gsa.ac.uk/media/1255898/Student-Absence-Policy.pdf>

[GSA Student Discipline Procedure](#)

www.gsa.ac.uk/media/861380/student-discipline-procedure.pdf

[GSA Student Withdrawal Procedure](#)

<http://www.gsa.ac.uk/media/1255904/Student-Withdrawal-Procedure.pdf>

[GSA Student Support Services](#)

www.gsa.ac.uk/life/student-support-services/

[Tier 4 Visa Requirements](#)

www.gsa.ac.uk/life/international-students/tier-4-student-visa-requirements/