Sotheby's INSTITUTE OF ART

VISA COMPLIANCE FRAMEWORK

ATTENDANCE MONITORING PROCEDURE (Document C)

This policy is applicable to all applicants and students under Sotheby's Institute of Art – London's Student Route sponsor licence

Introduction

1. This document outlines the process of how the attendance monitoring system at Sotheby's Institute of Art – London operates and should be considered in conjunction with documents A and B of the Visa Compliance Framework.

Roles and responsibilities for monitoring attendance

2. The **Visa Compliance Manager** and the **Attendance Officer** are responsible for monitoring attendance; this means:

   - taking attendance at external lecture rooms
   - updating registers
   - producing bi-weekly reports
   - contacting students who have been absent
   - keeping records of students who have been contacted about attendance
   - informing Programme Directors, Registrar or Deputy Director of repeated absences

3. **The Registrar** checks attendance reports on a termly basis and will meet with students who have repeatedly been absent.

4. **Programme Directors and Faculty** are responsible for ensuring a register is taken on visits and returned to Programme Coordinators; that Programme Coordinators are informed of any students who are repeatedly late to sessions; and reminding students in sessions to swipe their ID cards (especially at the start of the academic year).

5. **IT Team** are responsible for ensuring software and reporting systems are showing accurate attendance data and running effectively.

6. **Reception** are responsible for ensuring students are provided with ID cards at the start of the academic year and with replacements if the card becomes lost or damaged. A QR code is displayed at Reception for the students to use if they have forgotten their ID card. Scanning the QR code will serve as recording the student's attendance.

7. **Visa Compliance Team** are responsible for reporting to the UKVI any unauthorised absences. This is calculated as a minimum of 60% attendance. The aim of this process is to identify students who are systematically and/or regularly not attending academic activity (and/or swiping in correctly).

The Process

8. The fortnightly attendance report produces data on any student present for less than 60% of their allocated weekly academic sessions. Any student contravening this system will receive a first warning via email, and on a fortnightly basis thereafter if they repeatedly fail to attend to the required level.

9. Students who fail to contact Visa Compliance will be moved to the sponsorship withdrawal system automatically and receive a written confirmation via email.

10. Casework meetings between Visa Compliance Manager, the Attendance Officer and the Registrar will discuss casework on a fortnightly basis and act accordingly. Students may provide evidence for consideration at this review as defined in **Document B** of the Visa Compliance Policy framework.

11. Fitness to Study procedure will normally be instigated after the third warning, and if deemed necessary, sponsorship will be withdrawn and UKVI notified through the SMS reporting function.

How attendance data is collected

12. Students will be issued with ID cards on registration day. Students use the ID cards to gain access to the building and register their attendance on the attendance readers in all classrooms at the Institute.

13. Doorguard is the system used at the Institute to pull in data generated by students swiping their cards on attendance readers in the classroom to CAMS student database. CAMS is used to update registers and create attendance reports.

14. Attendance data is captured as follows:

- At the Institute: to register attendance students swipe their ID cards on the readers in classrooms – the data is collected twice per day, in the morning and afternoon. The afternoon session starts at 12:30pm. Students must swipe their cards at the start of each teaching session.

- On visits: attendance is tracked using paper registers. Programme Coordinators are responsible for ensuring visit leaders have a register available to them and visit leaders are responsible for returning a completed register to Programme Coordinators, which must be done promptly.

- At external lecture rooms: a laptop equipped with an attendance reader is taken to the external lecture room before the start of the lecture by a Programme Coordinator. At the start of the lecture, the reader is taken away. A paper register or QR code are used for students that have forgotten their ID cards.

Updating registers on CAMS

15. Doorguard is a binary system – students are shown as present or absent only. Programme Coordinators are able to update the register given by Doorguard on CAMS to reflect information they have been provided with by the student or Faculty.

16. To update the register to show illness:

- Advance notice must be given by the student of any classes they will be absent from due to illness.

- Students should email the Programme Coordinator to inform them of their illness before any missed sessions; this must happen each day that they are ill.

- If a student is to be absent for more than 5 days, they must provide a doctor's note to explain their absence.

- The register on CAMS should be updated to show that the absence has been 'excused'.

- When the attendance percentage is calculated on a report, 'excused' is counted in the same way as 'present' so the overall attendance percentage will not be reduced due to illness.

17. In cases of forgotten/ lost ID Cards:

- Students must sign in by using the QR code displayed at Reception before each of their sessions to show that they have been present when they have forgotten their ID cards.

- If a student has done this, the register will be updated on CAMS to show that they were present.

- Students who are repeatedly signing in using the QR code instead of bringing their card must be contacted and told to purchase a new ID card.

18. Students are told what they must to do in such instances on Canvas, in Programme and Postgraduate Handbooks, and on signs around the building.

Attendance Reports

19. **Fortnightly** attendance reports will be produced every other Monday analysing the previous two weeks of activity. Students who have missed multiple allocated study sessions will be contacted via email and receive a first formal warning. These warnings will be repeated every two weeks the student fails to meet the requirement.

Title	Attendance Monitoring Procedure
Date first implemented	2023
Approving body	Academic Board
Version	May 2025
Effective	From 2025 – 2026
Supersedes	2023
Next review date	Summer 2026
Frequency of review	Annually
Policy owner	Visa Compliance Team/ Quality Team