



Foundation Year Attendance Policy

Rationale

Attendance is a key element to academic success. The University of Otago Foundation Year has obligations to the Ministry of Internal Affairs regarding student visas, and requirements to fulfil as a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016 - Tertiary.

Principles

1. The aim of this policy and associated procedures is to promote the academic success and pastoral care of students in Foundation Year through an attendance system that is summarised as "record, report, and support."
2. Appropriate lateness procedures will be developed by the Paper Coordinator for each paper and clearly communicated to the students in the Paper Outline.
3. Weekly attendance data is compiled and reported to staff, Academic Deans and Student Support, Divisional Manager and others as appropriate. This may result in action being taken in the context of academic support, pastoral care, or the Education (Pastoral Care of International Students) Code of Practice 2016 - Tertiary. As part of this, individual student attendance data may be provided to parents/guardians/sponsors/ scholarship providers/agent.
4. An internal assessment event such as a test, seminar or deadline that is missed through non-attendance will be dealt with under the Assessment policy.
5. Non-attendance at examinations will be dealt with under the Assessment policy.
6. A student who has not attended class is expected to 'catch-up' by themselves; teachers will not re-teach work in subsequent classes.
7. A student's attendance may be considered when making decisions regarding matters such as (and not limited to) missed assessments, impaired performance, applications for special consideration, and fees refund in the case of withdrawal.

Conclusion

Students will be supported in their study through the recording and reporting of attendance.

Procedures

1. Attendance is taken at all teaching sessions (for example labs, tutorials, field trips etc) except lectures.
2. Paper coordinator must consider the option of taking attendance in lectures.
3. Recording attendance
 - a) In large groups (e.g. lectures):
 - I. The lecturer will circulate sign-in sheets that have the student name typed and a space alongside for the student to sign.
 - II. Source documents must be retained by the paper coordinator for at least six months from the end of the paper.

- b) In smaller groups (e.g. tutorials):
 - I. Teachers record in their roll book students present/absent at the beginning of the class.
 - II. If a student comes in after the start of the class, the teacher must follow procedure within the paper, and if admitted, be marked 'Late.'
 - III. The source document for attendance data (i.e. the roll book) must be retained by the teacher for at least six months after the end of the paper.
 - IV. Before leaving on their last teaching day of the week the teacher must enter attendance in the attendance database. They will enter late/absent students, or in the case of full attendance, indicate that. For assistance with this please see the Academic Resource Administrator.
- 4. Roll books - the type and format of roll books are decided within departments; however they must be:
 - a) Findable, clear, and easy to follow (e.g. by a relief teacher).
 - b) Clearly show student names, dates/sessions and student status (withdrawn, and present/late/absent for each session).
 - c) Be secure, and keep all information confidential.
 - d) Be able to be retained for 6 months after programme completion.
- 5. If a teacher has concerns regarding the attendance of a particular student they should inform the Academic Deans and/or Student Support as appropriate in writing (email is best).
- 6. If a student is absent for two or three consecutive sessions, the teacher must notify the Academic Deans by email, giving student name, class and sessions missed.
- 7. On Monday morning, the Academic Resource Administrator will run attendance reports and provide these to staff as appropriate.
- 8. The Academic Resource Administrator will run special attendance reports for management on request. These may be supplied to third parties such as parents/guardians/sponsors/scholarship providers/agent. In supplying this information, the original purpose for collecting the information should apply - student academic and pastoral welfare.