
Terms of Reference: Student Attendance and Retention Group (SARG)

Date of Approval:	Academic Council
Last Reviewed:	November 2016
Date for Review:	September 2017
Version:	V5.0
Chair:	Academic Registrar
Secretary:	Registry Administrator

Context

The Student Attendance and Retention Group is a stand-alone group which consists of the appropriate Course Leaders, Heads of Area and the Student Support department. Its purpose is to monitor student attendance and to notify the relevant support staff, Course Leaders and the Student Support Manager of cases for concern.

Student retention is a priority for the University College of Osteopathy (UCO). Over time we have observed that if a student attends satisfactorily there is a high probability of success. Non-attendance is seen as an early warning indicator to potential problems for students.

The aim of the Student Attendance and Retention Group (SARG) is to resolve minor problems quickly and easily where a student may not have independently sought help from a member of UCO staff. The process of monitoring is adopted from the commencement of the course in question. The SARG aims to help students that genuinely wish to continue on their course to address their problems and assist in providing solutions at an early stage. Often students with attendance issues are unaware of the support to which they were entitled and need appropriate direction and information.

The SARG is also charged with monitoring closely the attendance of foreign students under Tier 4 of the points-based system operated by the UK Border Agency.

It is not a decision making body, the function of which resides with the relevant Course Teams.

The Group also keeps the Course Leaders, Unit Leaders and the Heads of Area updated with issues of poor attendance and may ask the Course Leaders, where a breach of the Fitness to Practise Policy may have taken place, to institute Fitness to Practise proceedings.

Terms of Reference:

1. To monitor student attendance and proactively attend to any issues arising as a result of poor attendance, whilst helping to solve problems which may be at the root of low attendance.
2. To maintain a list of students whose attendance is low and a cause for concern, to be reviewed six times over the academic year.
3. To keep the Course Leaders, Unit Leaders and Heads of Area updated with issues of poor attendance in all units. It may ask the Course Leader, where a breach of the Fitness to Practise Policy may have taken place, to institute Fitness to Practise proceedings.
4. To work closely with the Course Teams and Student Support team to empower staff to tackle the issues associated with poor attendance 'head on' and promote a more open line of communication between students and tutors.

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5. To maintain a list of students monitored under Tier 4 of the points-based system operated by the UK Border Agency, and to refer any student to the Agency who misses ten expected interactions.
6. To monitor the progress of direct entry students during their first year at the UCO.
7. To monitor the progress of students returning from time away from the course during their first year back.
8. To monitor the progress of students obliged to retake a year.
9. To suggest modified patterns of study in exceptional circumstances to Course Teams.

Frequency of meetings

SARG meets six times a year: SARG1 (Pre-Autumn term), SARG2 (Autumn Term week 6), SARG3 (Autumn Term week 12), SARG4 (Spring Term week 6), SARG5 (Spring Term week 12) and SARG6 (Summer Term week 4).

SARG1 considers overall attendance levels and assessment results from the previous year and identifies actions to be taken to support students perceived to be at risk.

SARG2 considers evidence of student retention and engagement in the first five weeks of the academic year and identifies actions to be taken to support students perceived to be at risk. The SARG2 Board may recommend to the Registrar the removal of students who have not completed formal registration or attended, and who have failed to respond to correspondence.

SARG3 considers evidence of student retention and engagement in the Autumn Term and identifies actions to be taken to support students perceived to be at risk.

SARG4 considers evidence of student retention and engagement in the academic year up to Spring Term week 5 and identifies actions to be taken to support students perceived to be at risk.

SARG5 considers evidence of student retention and engagement in the academic year up to Spring Term week 11 and identifies actions to be taken to support students perceived to be at risk.

SARG6 considers evidence of student retention and engagement in the academic year up to Summer Term week 4 and identifies actions to be taken to support students perceived to be at risk.

Composition and conditions of membership

Course Leaders*

Academic Registrar (Chair)

Registry Administrator (Secretary)

Student Support Manager

Student Learning Advisor

Heads of Area*

Deputy Head of Clinic

Other members of staff will be invited to attend SARG on an 'as required' basis.

* or their deputy as agreed with the Chair.

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Quorum

Meetings will be quorate provided the Chair (or alternate Chair) and 50% of the other members are present.

Reporting and Sub-Committees

Reports to:

Course Teams

Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
January 2015	Major – Wording amendments and amendment to Membership.	Academic Council
September 2016	Major – Inclusion of a Pre-Autumn Term SARG meeting & Updating Role Titles of Members	Academic Council
November 2016	Minor – Amendment to reflect consistently high achievement in Technique assessments.	Academic Council
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair