

## **Student Attendance Guidance and Procedure Policy**

### **1. Introduction**

- 1.1 In order to progress and achieve the award for which a student is registered, they must attend the classes for each individual module regularly and in accordance with any compulsory attendance requirements defined for such modules.
- 1.2 This guidance and procedure document outline the attendance requirements and procedure of absences for each student attending the BTEC Extended Level 3 Diploma in Performing Arts (Musical Theatre) and Performing Arts (Dance).

### **2. Attendance and Recording**

It is considered unlikely that a student attending BTEC National Performing Arts Practice (Dance/Musical Theatre) will have achieved the learning outcomes with less than 95% attendance.

- 2.1 Attendance to all classes should be 100%. Any student that consistently fall below 95% attendance without prior permission or extenuating circumstances will face disciplinary action (please refer to Disciplinary and Misconduct policy: Students)
- 2.2 Attendance categories are as follows;
  - Present
  - Absent without Permission
  - Absent with Permission.
- 2.3 Students must tap in and out at reception each time they enter in and out of the building using their Shockout Academy ID card.
- 2.4 The attendance is monitored from the class registers for each lesson. If a student is not recorded as present on the class register, they will be marked absent without permission.

### **3. Late Students**

- 3.1 Students are expected to be at their classes on time. This also applies to all online classes.
- 3.2 If a student is late for their first class of the day, for any reason, in the first instance they must phone or email the Course Co-ordinator and explain the reason for their lateness.
- 3.3 Students are not allowed to enter a class once the register has been taken and will be marked as absent without permission. This also applies for classes online.
- 3.4 Students who continue to be late or miss classes will be met by the Principal and may face disciplinary procedures (refer to Disciplinary & Misconduct Policy and Shockout Academy Student Attendance Contract).

### **4. Absent without Permission**

- 4.1 If a student cannot attend college for any reason, and they have not been given permission prior to the date of their absence they will be marked as absent without permission.
- 4.2 Student that have not been given permission for an absence must phone between 08:00 and 08:45 to inform the college of their absence with the reason why they are absent. An email or voicemail is only acceptable if there is no reply via the phone.
- 4.3 In some instance the Student Support Officer may inform the student that their reason for absence is not valid and they must come into the college.
- 4.4 Students who do not follow the procedure outlined in 4.2 and 4.3 will be subject to disciplinary action.

## **5. Absent with Permission**

- 5.1 Students must have an appointment card/letter for all doctor/dentist/hospital appointment to give to the Course Co-ordinator or Student Support. Student will also have to complete an Absence Report Form for any of the afore mentioned reasons. For any emergency appointments then the student must provide proof that they have attended eg. appointment card, text/email from the afore mentioned.
- 5.2 Absences for more than one day during term time are to be obtained from the Principal. The process will then be as follows:
  - 5.2.1.1 Principal will authorise the absence
  - 5.2.1.2 Principal will decline the absence
  - 5.2.1.3 Principal will request further information or
  - 5.2.1.4 Principal will request a meeting with the student.
- 5.3 If a student is ill, injured or has some other emergency during college times which means they will miss a class or leave early, they must complete an Absence Form from the BTEC Student Support Officer. If the BTEC Student Support Officer is not available then permission can be obtained from any of the following members of staff.
  - 5.3.1.1 Course Co-ordinator
  - 5.3.1.2 Wellbeing Tutor
- 5.4 The above staff members are the only people that can authorise absences. If any of the above staff members of staff are unavailable, the student must wait until such time as one is available. The staff member will then issue the permission note to the student for the specific class, decline the permission or send the student home and record the attendance calendar as absent with permission.
- 5.5 Any student who leaves early or miss a class without first speaking to a designated member of staff will be marked absent without permission and may face disciplinary action.

**NB: Where relevant the same applies to any online classes.**

## **6. Reasons Acceptable for Absence**

6.1 The examples below are acceptable reasons for absence, each request for permission to be absent is assessed on a case by case basis. If a student's current attendance has fallen below 95% permission may be denied. In all instances where possible the student must get permission in advance and provide supporting evidence. A student may be able to gain permission retrospectively as outlined in paragraph 4.5. Failure to do so will result in the absence being recorded as absent without permission.

- 6.1.1 Illness
- 6.1.2 Immediate family death/emergency
- 6.1.3 Funerals
- 6.1.4 Severe injury
- 6.1.5 Doctor or hospital appointment
- 6.1.6 Court appearances
- 6.1.7 Auditions
- 6.1.8 Appointments with official government bodies

## 7. **Unacceptable Reasons for Absence**

7.1 Unacceptable reasons for absence are listed below and are not exhaustive as each request for permission is assessed on a case by case basis. Any student who is declined a request to be absent and then do not attend will face disciplinary action. (See Student Disciplinary Policy).

- 7.1.1 External Performances
- 7.1.2 Work Commitments excluding job interviews
- 7.1.3 Holiday
- 7.1.4 Light injury
- 7.1.5 Bank appointments
- 7.1.6 Landlord appointments
- 7.1.7 Fatigue

Note the above is just a guide and is not exhaustive.

## 8. **Amendments to attendance policy**

- 8.1 The Attendance policy will be reviewed in July before the start of each academic year; it is to be noted that amendments to the policy as outlined above maybe implemented at any time throughout the year in accordance with the needs of the College.
- 8.2 Any amendments to the attendance policy as outlined above must be agreed by the Principal.
- 8.3 Amendments to the attendance policy will be notified to students via email with one week's notice.