

Attendance Policy

Attendance Policy

CONTENTS:

- 1) Attendance Policy
- 2) Attendance Marks
- 3) Authorised Absences
- 4) Attendance Reporting and Notifications
- 5) Appendix A – Return to Training Interview form
Appendix B – Under 18 Absence Reporting Procedure

Introduction

The School's mission is to provide inspirational learning, enabling aspiring contemporary dance artists and dance professionals, regardless of background, to shape the future of dance.

NSCD provides world class contemporary dance training and we expect the highest standards from our students. As such we expect students to attend 100% of timetabled sessions where this is in the student's best interest. As training professionals the attendance replicates the professional world in which you are present unless there are circumstances that prevent this, such as illness or personal problems.

If a student is experiencing personal problems or illness which is impacting on the programme of study they should speak to a member of staff to seek help as soon as possible.

Students should ensure they have read the Student Support Policy and submit Mitigating Circumstances where appropriate.

Student absence

Students should report absence by email to the mailbox studentabsence@nscd.ac.uk on the first day of illness or absence, where possible. If a student is absent for more than 5 days NSCD will attempt to contact the student. After two weeks if we have not heard from a student or have been unable to make contact, we will assume a student has withdrawn from the course.

Students who are under the age of 18 must notify the designated member of staff before 9am on every day they are absent from college. If the student cannot be contacted, the Academic Administrator should contact the student's Parent/Carer (see appendix B).

Students will be able to self certify for 5 days but will be expected to provide evidence for an absence of more than 5 days.

If a student misses a scheduled assessment due to illness or other mitigating circumstances they will usually be required to present evidence from a doctor or appropriate practitioner.

Where a student is absent for more than 5 days or has missed an assessment they will have a *Return to Training Interview* with their Personal Tutor upon their return to School.

Procedure for students failing to meet the attendance requirement

Where a student's attendance falls below 90% a student will be sent an attendance notification by the Academic Administrator to alert all students to their low attendance level, this will be sent out monthly.

The Student Review Board (SRB) will monitor student attendance and will meet each half term. It is the role of the SRB to manage the process as outlined below:

Stage 1: If a student's attendance falls below 90% for the **first** time the SRB will issue the student with a **Raise of Concern**.

Stage 2: If a student's attendance falls below 90% for the **second** time the SRB will issue the student with a **Verbal Warning** and **2 week Action Plan**.

The specific terms of the action plan will be discussed between the student and Personal Tutor but are likely to state that a student must demonstrate 100% attendance for the duration of the action plan. The action plan will be reviewed at the end of the 2 week period and if the terms have not been met a student will move to Stage 3 of the process.

Stage 3: If a student's attendance falls below 90% for the **third** time the SRB will issue the student with a **Written Warning** and **4 week Action Plan**.

The specific terms of the action plan will be discussed between the student, Head of Faculty and Personal Tutor but are likely to state that a student must demonstrate 100% attendance for the duration of the action plan. The action plan will be reviewed at the mid point and at the end of the 4 week period and if the terms have not been met a student will move to Stage 4 of the process.

Stage 4: If a student's attendance falls below 90% for the **fourth** time of the academic year a student must attend an **interview with the Principal**, or elected representative where the issues will be discussed and a student may be asked to leave the course.

The School reserves the right in the case of substantial absence to at any stage request a student attend an interview with the Principal (stage 4).

1. Attendance Requirements

Attendance is compulsory for all taught sessions, tutorials, rehearsals, performances and practical assessments. Registers are taken for all classes and attendance is carefully monitored through the Student Review Board.

To pass the year and progress a student must pass all modules, achieving 120 credits with an average attendance across all modules of 80% or above, by the end of the academic year.

During the five week Rehearsal Period, students are expected to attend 100% of the time. If a student is unable to attend they should inform their rehearsal director as soon as possible.

2. Attendance Marks

When filling in paper registers teaching staff will use one of the following 4 letters, as appropriate:

P = Present/Participating

A student should be marked P if they are present and fully participating in class. A tutor may mark a student P at their own discretion if they are sitting out due to a long term injury but the tutor feels that they are participating sufficiently in the class (for example through creative discussion or observation and recording/note taking)

A = Absent

A student should be marked A if they are absent without prior authorisation.

C = Excused (calculates as present)

A student should be marked C if they have been granted authorised absence and this will not affect a student's attendance.

Tutors may also mark a student C if they are aware that they are missing class to take part in another module of the course (for example an off-site performance).

A tutor may also mark a student C at their own discretion if the student is unable to take part in class due to injury, and the tutor agrees that the student can study elsewhere in a different mode (for example in the gym/library).

S = Sitting (calculates as absent)

A student should be marked S if they are sitting out for any reason and not participating in the class in any way. This mark calculates as absent to differentiate between the times when a student has been participating in class, and when they have not. (There may be mitigating circumstances around a student who is marked as sitting in a class, in which case this will be taken into account at the point when mitigating evidence is produced)

3. Authorised Absences

A student may not request an authorized absence unless they have an attendance level of 90% or above.

If a student knows they are going to be absent on certain dates they should request an authorised absence from the college by completing an authorised absence form obtainable from Moodle (student administration / Common course administration / forms)

Absences will not be authorised for assessments.

Please note:

Level 4 (year 1) will not be granted authorised absence for anything other than:
Extreme personal circumstances (i.e. attending a funeral)

Level 5 (year 2) will only be granted authorised absence for:

- Dance projects (first approved by head of performance)
- School based projects which take you out of scheduled classes
- Special events where there has been a special invite made to the school (e.g. BBC young dancer of the year)
- Teaching dance module placements
- Extreme personal circumstances (i.e. attending a funeral)

Level 5 (year 3) – Authorised absence is essentially for this year group who need the flexibility to manage their studies against the pending demands of the ‘real world’ and graduation. Reasons that will be considered for level 6 include:

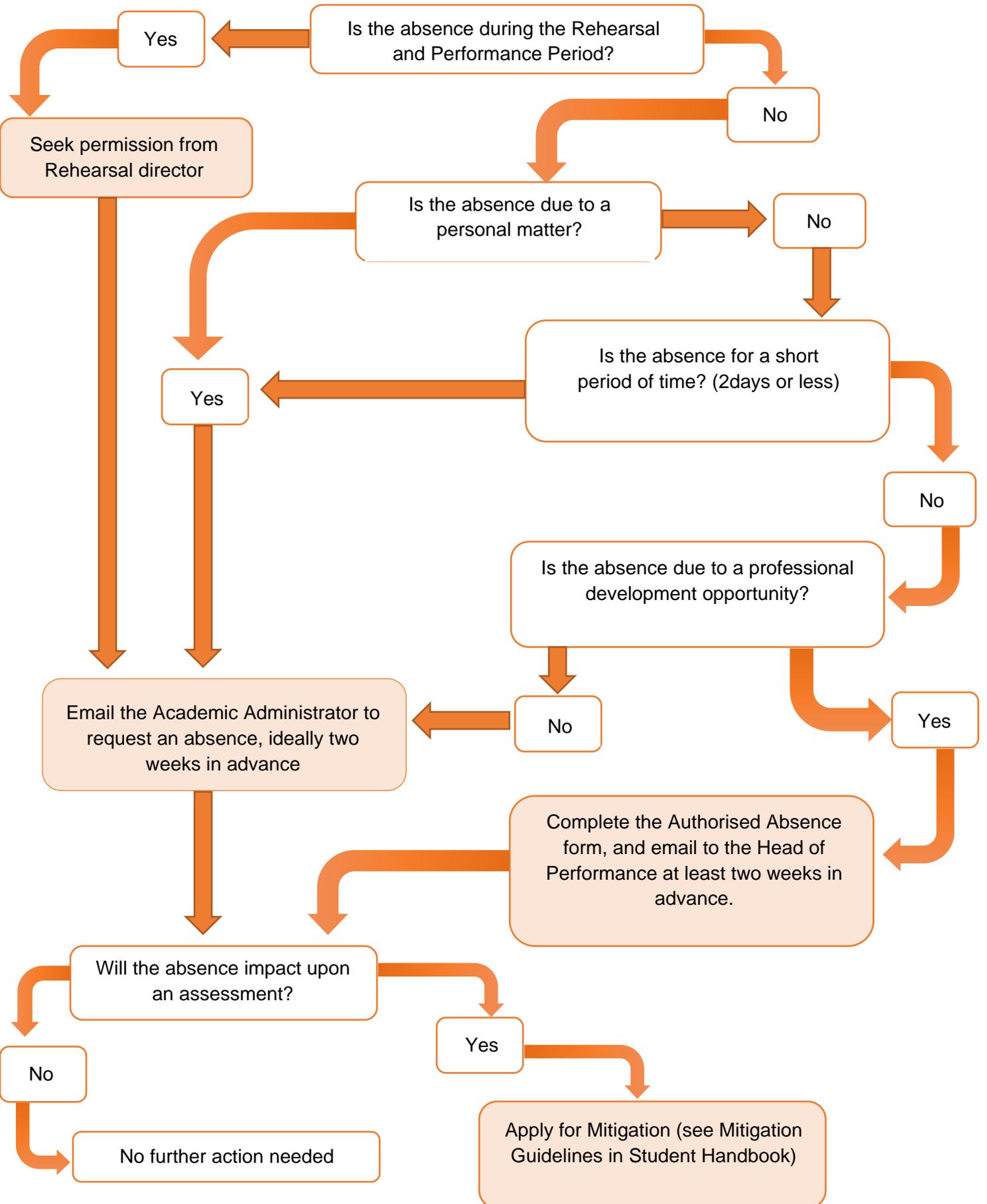
- Auditions
- Interviews
- Dance Projects
- Dance Teaching placements
- Professional Development Activities
- Extreme personal circumstances (i.e. attending a funeral)

All requests must be made to Student Services 2 weeks in advance. Authorised absences will only be granted where a student has an attendance level of 90% or above.

Students should email to ask for approval before agreeing to take part in out of college activities.

If the period of absence is approved the student will be marked as excused in the registers and this will not affect their attendance. If a request for an authorised absence is rejected then a student may still decide to take the time off college, however this will impact upon their attendance and during rehearsal period students who miss rehearsals and/or performances without the required permission may be considered under the Student Disciplinary Procedure.

Authorised absence requests



Policy implemented: September 2015

Due for review: July 2018

4. Attendance Reporting and Notifications

Student attendance is reported on at each Student Review Board (SRB), and final attendance reports are presented to the Concessions Committee prior to the Board of Examiners to consider those cases where students have failed to achieve the attendance requirements by the end of the academic year.

Attendance reports contain the full profile of each student whose aggregate attendance is below 90% at that point in time, including their attendance for each module and their aggregate percentage. Reports also note if the student has approved mitigation and the dates that this covers.

After the SRB, students who are below the attendance requirements will receive a notification via email.

Each student is responsible for their own attendance, and may request to know their current attendance percentage at any time by contacting the Academic Administrator.

Return to Training Interview

When a student has been absent from School for more than 5 days or missed a scheduled assessment due to absence they must attend a *Return to Training Interview* with their tutor on their return to NSCD to ensure they are fit enough to resume full training.

Student name:	
Tutor:	
Date of meeting:	

1 st day of absence:		Return to School:	
---------------------------------	--	-------------------	--

Total number of days absent:	
------------------------------	--

Reason for absence:	
---------------------	--

Evidence provided:	Yes / No
--------------------	----------

Agreed action:	
----------------	--

Student signature:		Date:	
Tutor signature:		Date:	

Under 18s - Reporting Absence Procedure

- The student should call the designated member of staff before 9am on every day they are absent from college.
- If the staff member cannot be reached on the phone, the student should leave a voicemail message.
- The designated member of staff should log the call on the under 18's tab of the absences spreadsheet, and inform teaching staff that the absence has been reported.
- If a student under 18 has not attended class without notifying college of their absence the class tutor should alert the Academic Administrator. (under 18's will be highlighted on the registers)
- The Academic Administrator will attempt to contact the student, record the outcome on the absences spreadsheet, and inform the designated member of staff.
- If the student cannot be contacted, the Academic Administrator should contact the student's Parent/Carer.
- (If the Academic Administrator is not in the building, these responsibilities will fall to the Student Services Assistant)

The designated members of staff are:

FCCD – Foundation Course Coordinator

BA – Head of Performance