

## Attendance & Student Engagement Policy

Name of Policy Writer/Amendments	Date Written & agreed / Amended	Approved by	Review Date
H Perry	July 2021	Academic Board	July 2023

# Contents

1. Introduction.....	3
2. Attendance Reporting and Notifications .....	3
3. Student Absence .....	3
3.1 Student Absence – students under 18 .....	4
3.2 Student Absence – Tier 4 .....	4
3.3 Authorised Absences .....	4
4. Procedure for students failing to meet the attendance requirement .....	5

## 1. 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.

Attendance is compulsory for all taught sessions, tutorials, rehearsals, performances and practical assessments. Registers are taken for all classes and attendance is carefully monitored by the Assessment & Attendance Officer and Programme Leaders.

## 2. Attendance Reporting and Notifications

Attendance is monitored termly through attendance meetings between the Assessment & Attendance Officer and the Programme Leaders, and students are required to achieve at least 90% attendance throughout each term. Attendance will also be checked at the half term point and students contacted informally to notify them of any attendance issues that could be rectified in the second half of term. Attendance records are then re-set at the start of each new term.

Attendance reports contain the full profile of each student whose aggregate attendance is below 90% at that point in time. Authorised absences do not affect attendance levels, and mitigation and reported absences are taken into consideration where appropriate.

After the termly attendance meetings, students who are below the attendance requirements will receive a notification via email with a formal attendance action from the 5 stage procedure.

Each student is responsible for their own attendance, and may request to know their current attendance percentage at any time by contacting the Assessment & Attendance Officer.

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. If a student fails to meet the attendance requirement for the year they may be placed on an action plan at the start of the next academic year.

## 3. Student Absence

Students who at times cannot participate physically are expected to engage creatively in class.

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 are aware of the student support provision at NSCD and submit Mitigating Circumstances where appropriate.

Students should report absence via the [Moodle Absence Form](#) on each day of illness or absence, where possible. If a student is absent for more than 5 days NSCD will attempt to contact the student. If we cannot contact the student, NSCD will contact the named secondary contact to ensure the health and wellbeing of the student. After two weeks if a student has not formally reported an absence or expected return date we will assume a student has withdrawn from the course.

Students are 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.

### 3.1 Student Absence – students under 18

Students who are under the age of 18 must ensure that Student Services have been notified before 9am on every day they are absent from school, via the [Moodle Absence Form](#). If the student is absent without notifying the school a member of the Student Services team will attempt to contact the student. If they cannot be contacted, Student Services will contact the student's Parent or Carer.

### 3.2 Student Absence – Tier 4

The attendance levels of overseas students studying in the UK on a Tier 4 visa will be monitored weekly. NSCD is required to report non-attendance to the UK border agency which could potentially revoke a student visa. A student can request leave in advance under certain conditions via the [Moodle Absence Form](#).

### 3.3 Authorised Absences

A student may request to be authorised for a period of absence, under certain circumstances providing they have met the 90% attendance requirement. Requests can be made by BA2 and BA3 students for professional development opportunities and by Cert HE and BA3 students for auditions. Absences for professional opportunities will not be authorised for assessments.

If a student knows they are going to be absent on certain dates they should inform the school by completing the [Moodle Absence Form](#).

## 4. Procedure for students failing to meet the attendance requirement

The Assessment & Attendance Officer and the Student Support Manager will monitor student attendance and will meet each half term. It is their role to manage the process as outlined below:

**Stage 1:** If a student's attendance falls below 90%, without mitigation or absence reporting for the **first** time the SRB will issue the student with a **Raise of Concern**. An attendance notification will be sent to the student to alert them to their low attendance level.

**Stage 2:** If a student's attendance falls below 90% without mitigation or absence reporting for the **second** time the SRB will issue the student with an **Action Plan for a period of time as defined Student Support Manager (liaising with tutors as appropriate)**.

The specific terms of the action plan will be discussed between the student and Student Support Manager 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 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% without mitigation or absence reporting for the **third** time the SRB will issue the student with a **Written Warning** and a **second Action Plan**.

The specific terms of the action plan will be discussed between the student and Head of Undergraduate or Postgraduate Studies 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 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% without mitigation or absence reporting for the **fourth** time of the academic year a student must attend an interview with the Vice Principal, or elected representative where the issues will be discussed.

**Stage 5:** If a student's attendance falls below 90% for the **fifth** time of the academic year a student must attend an interview with the Principal ( or Vice Principal as delegate) where the issues will be discussed and a student may be asked to leave the course. This meeting should be minuted as a record of the discussion and agreed action.

The School reserves the right to delay the progression to the next stage if appropriate, or in the case of substantial absence to move to any stage of this process.