

1 Attendance Policy & Procedure

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Person Responsible	Programme Manager
Linked policies	Safeguarding and Welfare policy Assessment procedures - specifically late authorisation and Personal Extenuating circumstance
Mapping to Quality Code	Chapter B3 / 8

1.1 Policy

1.1.1 Due to the nature of practical dance training a very high level of attendance is extremely important for all students of the following reasons:

- The collaborative nature of the course requires all students to contribute to group projects and performances. Absentee students can affect the learning of others in the group.
- Prolonged absence from physical exercise can result in health and safety risks on return.
- Where modules are assessed through a process of continuous assessment it is assumed that students will be thoroughly engaged in a longitudinal process of participation, reflection, development and advancement. Any absence will inevitably impact negatively on a student's work and consequently his / her assessment grades.

1.1.2 Absence should be restricted to medical or compassionate absence.

1.1.3 A rigorous assessment monitoring procedure is in place. The purpose of this is three-fold.

- To ensure the safety and well-being of students and provide support if necessary.
- To highlight any student who has frequent or prolonged absence, which may be an indicator of other issues and pastoral student support may be required.
- To ensure that students are fully engaged with the programme. Prolonged or frequent, unexplained absence could be grounds for deregistering the student.

1.1.4 Attendance monitoring is particularly important for overseas students whose attendance is a requirement under their tier 4 visa.

1.1.5 Procedures are in place for students to request authorised absence. . Staff are notified and absence is assumed to be acceptable unless it is considered that the frequency or duration of the absence seriously affects the learning of the student, or of other students.If the proposed absence is unacceptable, staff will discuss it with the student.

1.1.6 Absence from single assessments can also be requested and must be accompanied

by a Late Authorisation request. Authorisation will only be granted under certain unavoidable circumstances (see late authorisation procedure).

- 1.1.7 Unavoidable, prolonged absence covering a significant amount of teaching or a number of assessments will be dealt with under the Personal Extenuating Circumstances (PEC) procedures.
- 1.1.8 PEC procedures will also be used if a student is absent from an assessment without authorisation and due to serious and unavoidable personal circumstances.
- 1.1.9 Students are entitled to withdraw from their course and that decision must always lie with the student. Students should be encouraged to discuss possible withdrawal with staff and the principal prior to making a decision.
- 1.1.10 This policy will be reviewed annually.

1.2 Attendance Procedures

1.2.1 All members of the Ballet West community have responsibilities for maintaining and monitoring student attendance.

1.2.2 **Students** are required to -

- Report any absence to the office through electronic submission on the VLE on the first day of absence, so that staff can be informed.
- Seek permission in advance for any planned absence using the form on the VLE or the paper form
- If planned absence includes one or more assessments a Late Authorisation Form must also be completed.
- Provide medical or other evidence, as requested, for any lengthy absence or any absence that includes a practical assessment
- Discuss any issue that is causing frequent or prolonged absenteeism with his/her student advisor or the principal.

1.2.3 **Teaching staff** are required to -

- Complete electronic attendance registers for every class, recording presence or absence of students.
- Consider absence requests and discuss any problematic requests with students
- Inform the principal of any student -
 - with unexplained absence longer than two days
 - who is absent frequently

1.2.4 **Administrative staff** are required to -

- Inform teaching staff of any medical absence notified by students
- Relay to the teaching staff absence requests for authorisation
- Note authorised absence
- Note information from class registers on central spreadsheet recording
 - Presence

- absence
- Request and retain doctor's notes from any students medically absent for more than 5 days.
- Inform the principal of any student with prolonged or frequent absenteeism
- Produce end of term attendance reports for staff and students' parents

1.2.5 The Principal is required to -

- Contact by telephone or in person, any student
 - with unexplained absence longer than two days
 - who is absent frequently
 - who has an unauthorised absence at an assessment
- Take appropriate action ensure that the student is supported though any issue causing absenteeism, for example by referral to medical or student support services.
- Discuss withdrawal with any student with prolonged or frequent unexplained absence.

1.3 Absence from Assessment

1.3.1 When a student knows in advance that they will be absent for an assessment, he /she must request an extension to the assessment deadline using the Late Authorisation Form. This must be submitted to the programme manager before the deadline.

1.3.2 The programme manager, in consultation with module staff will approve or decline the request.

- If approved - a new date will be set for the assessment, usually within 7 days of the original assessment date
- If declined - the student will either attend or submit the assessment, or be penalised

1.3.3 A student whose work is submitted late, without prior authorisation or personal extenuating circumstances will be subject to the penalties set out in the Validating Body's Assessment Regulations.

1.3.4 A student who fails to attend a practical assessment without prior authorisation or personal extenuating circumstances will be given an alternative assessment date as soon as practical and will receive a maximum of the 40% pass mark. Failure to attend the alternative assessment will result in a mark of 0%.

1.4 Personal Extenuating Circumstances

1.4.1 The Personal Extenuating Circumstance Procedure (see separate Policy) should be followed when -

- A student fails to attend or submit an assessment without a prior Late Authorisation and considers their personal circumstances caused that failure.

- The student's circumstance are likely to be long-lasting, serious, unforeseen and unpreventable and affect a number of assessments.
- A student completes an assessment on time but believes his / her performance was severely affected by personal circumstances.

1.5 International student attendance monitoring

- 1.5.1 Under the Tier 4 Points Based System Ballet West is required to ensure their international students are fully registered and attending their studies. We are required to notify the UK Visa and Immigration (UKVI) if international students are not in attendance. Demonstrating a good attendance record is therefore extremely important.
- 1.5.2 To ensure students are able to demonstrate a record of attendance, Ballet West will implement an Attendance Monitoring System in line with UKVI regulations:
- Registration- Students must complete the registration process to be fully registered. A student who is not fully registered, within the prescribed time, will be withdrawn from the system and the UKVI are notified.
 - Attendance - All students at Ballet West are monitored in the same way with attendance monitored at every class.
- 1.5.3 Unauthorised absences and reporting to the UKVI - Standard attendance procedures apply to International Students but after ten days of unauthorised absence and failure to contact the student. Ballet West will begin proceedings to notify the UKVI of the student's absences and may withdraw him/her.

1.6 Permanent Withdrawal Procedure

- 1.6.1 Students considering withdrawal from the course should first discuss the matter with the principal and programme manager at the earliest opportunity.
- 1.6.2 The principal will seek to determine the reasons for withdrawal and whether any actions can be taken to resolve any issues. The decision to withdraw from the course should always rest with the student.
- 1.6.3 It is the responsibility of the principal and programme manager to discuss the consequences of withdrawal in terms of academic progression and student funding.
- 1.6.4 If a student decides to withdraw from a course, they should submit a withdrawal form to the programme manager.
- 1.6.5 If a student fails to attend without explanation, as recognised through the attendance policy and procedure, every attempt will be made to contact the student. If it transpires that the student has left the course without notification, written confirmation of that decision must be sought. This should normally be completion of a withdrawal form, but an email or letter clearly stating the decision to leave is acceptable. In the latter case, a withdrawal form will be completed by

the programme manager.

1.6.6 The programme manager is responsible for contacting

- The awarding body to deregister the student.
- The SLC to notify the change of circumstances.

1.7 Temporary withdrawal (interruption of studies)

1.7.1 Subject to the regulations of the Validating University, a student may temporarily withdraw from his or her studies for up to twelve months. This will usually be due to injury or other personal circumstances and will be considered under the extenuating circumstances regulations and procedure.

1.7.2 In accordance with the Terms and Conditions para 3.11, if a student undertakes an approved, temporary withdrawal from his/her studies, the full annual tuition fee is payable, including payment to replace any anticipated loan payment from the SLC or grant payment from SAAS. No refund will be made except at the absolute discretion of Ballet West's Board of Trustees.