

ATTENDANCE POLICY

This policy has been developed as part of ArtsEd's commitment to provide a supportive learning environment in which encouragement is given to all students to develop a range of skills, abilities and approaches to their education and training.



This policy is applicable to all of ArtsEd's vocational training courses and higher education provision.

AIMS AND OBJECTIVES

In developing this policy, ArtsEd aims to:

- Support and encourage students to achieve their full potential in their studies and in developing lifelong skills and competencies;
- Enhance the overall learning environment by encouraging active participation through regular attendance in all areas of study;
- Provide guidance on why attendance and punctuality are important;
- Use attendance as one of the factors to be taken into account in reviewing a student's commitment to, and performance in, their academic studies and in developing an appropriate response to specific concerns about progress.

KEY PRINCIPLES

Students are active participants in their learning experiences and must take responsibility for achieving their potential through successful completion of each stage of their studies.

Monitoring attendance and punctuality can provide an indication of student commitment, motivation and any difficulties which need to be addressed; it is an essential element of helping students to learn.

Regular attendance and academic achievement are closely linked. Students who regularly attend classes are more likely to enjoy a rewarding experience in which core skills and abilities are developed.

Attendance is a key component in student retention, progression, achievement and employability (for example, in terms of developing professional discipline). It is therefore important that each course has effective mechanisms in place to monitor the attendance of students they consider to be "at risk", and to engage with them positively at an early stage.

In accordance with its commitment to helping students to fulfil their individual

potential, ArtsEd expects all students to attend all scheduled learning sessions, for example, timetabled classes, seminars, lectures, tutorials, workshops, rehearsals and performances. ArtsEd expects students to be punctual for all such scheduled learning sessions. Penalties for lateness and non-attendance will be set out in the Lateness/Absence regulations for each course.

The only exception to the above should be in circumstances where ill health or other legitimate reasons prevent students attending these sessions. Students are responsible for informing their School of these circumstances.

Students should be made aware of the attendance requirements in writing and should also be advised of the support available to them should they fall short of them.

All specific attendance requirements should be made clear to prospective and current students through the following means:

- Registration Packs
- Induction events
- Student handbooks

This policy was introduced in September 2007 and has been regularly reviewed since, most recently in January 2018.