



# Attendance Policy

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## A. Introduction

1. The Arts Educational Schools (ArtsEd) is committed to providing 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.
2. 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 training and in developing an appropriate response to specific concerns about progress.
3. The Attendance Policy applies to all foundation, undergraduate and postgraduate programmes at ArtsEd. It sets out ArtsEd’s expectations around punctuality and attendance and the consequences of not meeting the required expectations.

4. Where relevant, this Policy should be read alongside:

- [Safeguarding Policy](#)
- [Fitness to Study Policy](#)
- [Fit to Sit Policy](#)
- [Interruption of Study Policy](#)
- [Casting Policy](#)
- [Personal Tutoring Policy](#)
- [Physical Injury and Recovery Procedure](#)
- [Student Misconduct and Disciplinary Procedure](#)
- [Student Charter for HE Students](#)
- [Assessment Regulations](#)
- [Student Complaints Procedure](#)

## **B. Key Principles**

5. Attendance and participation in all scheduled classes, workshops, rehearsals, performances, lectures and tutorials is mandatory. The primary goal of the ArtsEd training programmes is to prepare students for a professional life in the performing arts. A critical part of working successfully in the performing arts is punctuality which is why ArtsEd considers good timekeeping essential.
6. ArtsEd expects students to be punctual for all such scheduled learning sessions. Penalties for unapproved lateness and non-attendance is explained in Sections C and D of this document.
7. 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.
8. 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.
9. 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.
10. 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 ArtsEd 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.
11. Students are made aware of the attendance requirements and consequences of nonattendance in writing and will be advised in writing when a penalty has been incurred and informed of the support available to them.

## C. ArtsEd's Attendance Point System

12. ArtsEd has introduced a points-based system to ensure there is a clear and transparent way of keeping track of absences. There are two types of absences – **'Authorised Absences'** and **'Unauthorised Absences'**.
- Authorised absences accrue green points;
  - Unauthorised absences accrue red points; and
  - A student will accrue 1 point for each class that is missed. This point will either be a green point for an authorised absence or a red point for an unauthorised absence.

### i. Authorised Absences

13. There are occasionally legitimate reasons as to why a student might need to miss a class. Examples are for illness, injury or medical appointments that cannot be scheduled outside of a student's timetable.
14. Students must seek approval regarding these types of absences in order for these to be authorised. Students will accrue 1 green point for each class missed that is an authorised absence. Authorised absences and the accumulation of green points can affect a student's ability to progress with their training. Please see point 18 below for further information regarding this.
15. If a student knows in advance that they will have a legitimate reason for needing to be absent, they need to request approval for the absence through the online [Absence Approval Form](#) at least 1 full working day in advance of the absence. An example of a legitimate reason is for a medical appointment although these appointments should be arranged, whenever possible, outside of timetabled class time so that classes/rehearsals are not missed. Preferably such appointments should be made for weekends or holidays.
16. If a student is ill or must be absent for an unforeseen circumstance, they must inform ArtsEd of this by 8am each day of absence through the [Absence Approval Form](#). If the Absence Approval System is not available, students must send an email to [hecouseoffice@artsed.co.uk](mailto:hecouseoffice@artsed.co.uk) by 8am each day of absence. Unless special arrangements are approved, if a student informs ArtsEd that they are ill in the morning, it is expected that the student will miss the full day and accrue 5 green points. Where a student has been absent due to illness for more than five consecutive days, a medical certificate must be provided.
17. In certain mitigating circumstances (with evidence) absences can be authorised retrospectively. Students will need to submit a request, along with their evidence, through the [Absence Approval Form](#).
18. Green points are only accrued for authorised absences. Although students will not be referred to the [Student Misconduct and Disciplinary Procedure](#) for accruing green points, an accumulation of green points can affect a student's progression. Students must meet the minimum attendance requirements in order to progress in their training. If a student misses:
- 10% or more of their overall training in an academic year;
  - 10% of a module; or
  - 10% of a single class;
- for illness, injury or any other reason (including authorised and unauthorised absences), the student will be called to a meeting with the Director of their School. The student may be given

the opportunity to interrupt, they may be counselled to withdraw from the programme, or in the case of final year students, they may be permitted to continue, on limited casting. Please note that attendance issues can also impact on funding applications. Below is a sample of how the percentages work for modules and classes.

		Number of teaching sessions	Percentage
Name of Module:	<b>Year 1 Acting</b>	174 (80 + 80 + 14)	10% = 17 sessions
Which is broken down into three classes:	<b>Acting</b>	80	10% = 8 sessions
	<b>Speech and Voice</b>	80	10% = 8 sessions
	<b>Physical Theatre</b>	14	10% = 1 session

A module will have a series of classes. For information on what modules and classes you will be taking, please refer to your programme handbook. Below are examples from each School to further illustrate the difference between a module and a class.

School of Acting - MA	School of Acting - BA	School of Musical Theatre
Name of Module – <b>Acting</b> Names of classes within this module: <ul style="list-style-type: none"> <li>Acting Skills</li> <li>Screen Acting</li> <li>Rehearsal Projects</li> </ul>	Name of Module – <b>Contextual Studies</b> Names of classes within this module: <ul style="list-style-type: none"> <li>Contextual Studies</li> <li>Project 1 Journal</li> </ul>	Name of Module – <b>Year 1 Singing</b> Names of classes within this module: <ul style="list-style-type: none"> <li>Singing Technique</li> <li>Repertoire</li> <li>Ensemble</li> </ul>

19. Third year, MA and Foundation students will not accrue points for non-attendance should these arise through auditions and meetings with agents that are pre-approved by the Director of their School or Course Leader.

**ii. Unauthorised Absences**

20. Within the ArtsEd Attendance Point system there is a Red Point System in place which provides complete transparency around a student’s status regarding unauthorised absences.

21. If a student is late for any class without prior approval, they will be barred from the class; this will be considered an unauthorised absence and the student will accrue 1 red point for each class missed.

22. If a student is absent from any class without prior approval, this is an unauthorised absence and the student will accrue 1 red point for each class missed.

23. There are 5 stages in the Red Point System and each stage is comprised of 5 points (please see *Table 1 – Red Point Stages* below). Academic Warnings are issued to students at the end of each stage and the student will be required to meet with a member of staff and may have disciplinary action taken against them according to the [Student Misconduct and Disciplinary Procedure](#).

24. If a student reaches the end of Stage 5 (25 points), the student will meet with the Director of their School to discuss their withdrawal from the programme due to unsatisfactory progress and attendance.

Red point Stage	Points Accrued	Action
1	5	Student receives their first warning by email and will be required to meet with a staff member in their School to discuss why they have been late or absent
2	10	Student receives a written warning and is required to meet with a staff member in their School and a member of the Student Support and Wellbeing team to discuss strategies on how to improve their attendance
3	15	Student receives a formal academic written warning and is required to make an appointment with their Head of Year to discuss strategies on how to improve their attendance and actions that may be taken according to the Student Misconduct and Disciplinary Procedure
4	20	Student receives their final formal academic written warning. They are also informed that they are entering the final stage of the Red Point Attendance system. The student is required to meet with the Director of their School to discuss strategies on how to improve their attendance and actions that may be taken according to the Student Misconduct and Disciplinary Procedure
5	25	Student receives notification that they have exceeded the limit of unauthorised absences and they will need to meet with the Director of their School to discuss their being withdrawn from the programme as per the Student Misconduct and Disciplinary Procedure

**Table 1 – Red Point Stages**

#### **D. ArtsEd’s Attendance Procedures**

25. All classes on the timetable are compulsory. It is each student’s responsibility to catch up on all work missed due to absence.
26. Green points expire at the end of each academic year.
27. Red points expire in 12 months. As a consequence, they may be carried over into a subsequent academic year.
28. Attendance will be taken at the start of each class. Students arriving late for class is disruptive and will not be permitted. Any student that arrives late will be barred from that class and will accrue one red point. In order to not be considered late, the student must be present, correctly attired and ready to start the class.
29. A student that arrives late and is barred (as defined in point 28) from a class and then refuses to leave when asked to do so may receive 1 additional red point in accordance with the expected student code of conduct as set out in the Student Misconduct and Disciplinary Procedure.

30. If a Travel Amnesty is in effect and you arrive late, please do not enter your first class late, instead please attend your second class.
31. The Director of the School may exclude a student from the production or project concerned (and re-cast it accordingly) if a student has been late or absent on three occasions on which they were called.
32. If non-attendance has caused a student not to progress as required, this will result in a review date being set. If insufficient progress has been made by the review date, a new review date may be set or a student may be issued with a final written academic warning and have a final review date set. If insufficient progress has been made by that date, the student will be withdrawn from the programme.
33. Student attendance is monitored constantly. Students will receive an email each time they accrue a red or green point.

## **E. Appeals**

34. If a student feels that they received a point incorrectly, they can request that the point be removed from their record through Stage 1 of the [Complaints Procedure](#).

## **F. Student Discipline**

35. ArtsEd expects students to fully engage with their training and the requirement of this attendance policy. As such students must familiarise themselves with the provisions set out in this document.
36. Non-compliance with this policy may result in ArtsEd taking disciplinary action in line with the [Student Misconduct and Disciplinary Procedure](#). Please also note point 28 of this policy regarding the accrual of additional red points for non-compliance.

## **G. Confidentiality & Data Protection**

37. Any sensitive information disclosed will be securely held by ArtsEd, subject to and in accordance with the provisions of the General Data Protection Regulation (GDPR) 2018, the Data Protection Act 2018 and our [Privacy Notice](#).

## **H. Getting Support**

38. ArtsEd has a duty of care to ensure the necessary guidance and support is available for students.
  - i. **Student Support:** Students should be directed to the Student Support and Wellbeing Team where there is a concern. The student can contact the Student Support Team by sending an email to [studentsupport@artsed.co.uk](mailto:studentsupport@artsed.co.uk).
  - ii. **Student Counselling:** Students can self-refer to ArtsEd's Counselling Service. Students can book a session with the Counselling Team by sending an email to [Counselling@artsed.co.uk](mailto:Counselling@artsed.co.uk). The Student Counselling Service offers confidential space for students to seek advice about, and discuss matters impacting on, their psychological wellbeing. Students are offered:

- a. short term 1-2-1 counselling which can help students work on immediate problems;
  - b. assistance with developing healthy coping techniques;
  - c. support with gaining understanding of underlying issues; and
  - d. assistance with developing a longer-term treatment plan, if necessary.
- iii. **Support for Study:** The Support for Study Procedure may be commenced in line with the requirements of the [Support for Study Policy](#). The aim is to respond to and manage any concerns regarding a student's health or behaviour where it is thought that it is seriously impacting their ability to study. It may also be used where a student's health or behaviour is having an impact on other people, such as other students at ArtsEd and staff members. The procedure is intended to be supportive and is in place to enable students to successfully complete their studies, where possible.
- iv. **Study Skills:** If you are experiencing difficulties in any area of the curriculum, you may be referred for Learning Support. If you think you may need additional support, or you already have a diagnosis of dyslexia and wish to find out if you are eligible for Disabled Students Allowance, please contact [studyskills@artsed.co.uk](mailto:studyskills@artsed.co.uk).

If you are finding you're struggling with processing information or would generally like to improve on any of the areas below, please contact [studyskills@artsed.co.uk](mailto:studyskills@artsed.co.uk) to arrange either a one-off or more regular sessions.

- Time management and organisation
- Note taking
- Reading (inclusive of sight reading)
- Learning lines/ techniques to learn lines
- Writing
- Movement/ techniques to learn choreography
- Essay planning
- How you best learn/ learning environment
- Memory/ Short term information processing

**Please Note: While these sessions are aimed primarily at students with dyslexia, dyspraxia, and related learning difficulties, all students having issues with processing and organisation are welcome and should find regular appointments with a Study Skills Tutor of great use.**

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