

# ***Student Attendance Policy***



*Collective Acting Studio - April 2025*



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## Student Attendance Policy

This policy on attendance applies to all students on the BA Acting and CertHE only. This policy has been developed to provide clear guidance on student attendance with a view to reducing the impact of absence on academic study.

### Key Principles

- 1.1. This policy is based upon the following key principles:
  - a. Students are active participants in their learning experience and must take responsibility for achieving their potential through successful completion of each stage of their studies.
  - b. Recording attendance can provide an indication of student commitment, motivation and highlight any difficulties which need to be addressed.
  - c. Student welfare is a priority for Collective Acting Studio. The Studio will ensure that effective mechanisms are in place to both identify students considered to be at risk and offer appropriate academic and pastoral support and guidance. This may include advising students of alternative options for successful completion of their studies.
  - d. 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, such as team-working, are developed.
  - e. Attendance is a key component in student retention, progression and achievement.
  - f. Attendance develops attributes for employability – e.g. timekeeping, professional behaviour and responsibility.
  - g. Poor attendance can impact not only the individual student, but the cohort more widely.

### Student Responsibilities

- 2.1. Students are responsible for:
  - a. Attending all timetabled sessions and ensuring they have their attendance recorded by their lecturer in the room.
  - b. Notifying in advance, by emailing the Programme Leader and the Academic and Registry Officer that they expect to be absent from timetabled classes. (Please see Point 5. – Definitions of Absence)
  - c. Notifying any unforeseen absences from classes as soon as practically possible.
  - d. For absences lasting more than 7 consecutive days, submitting a medical certificate to the Academic and Registry Officer (or other relevant evidence).



- e. Ensuring that they check their email account on a regular basis for any formal notifications/communications.
- f. Ensuring that they provide up-to-date contact details to the Academic and Registry Officer.
- g. Making full use of any support mechanisms within the University which may help facilitate successful completion of their course e.g. their Personal Academic Tutor and Student Support Services.

### Academic Staff Responsibilities

#### 3.1 Academic staff are responsible for:

- a. Reminding students of the importance of attendance during learning and teaching sessions and through induction activities.
- b. Signposting 'at risk' students to support services available within the Studio as appropriate, e.g. the student's Personal Academic Tutor, the Programme Leader, the Disability Consultant, the Learning Needs Coordinator and/or the Student Welfare Officer.

### Programme Leader and Personal Academic Tutor Responsibilities

#### 4.1 Programme Leaders and Personal Academic Tutors are responsible for ensuring that:

- a. Regular reviews are taken of attendance/absence data and communications are made to 'at risk' students in a timely manner.
- b. Appropriate systems are in place for students to provide notification of planned absences or report any unexpected absences.
- c. Authorised periods of absence should not exceed 4 weeks in total across the academic year. Students who request extended absence beyond 4 weeks may be required to defer their studies. Any requests for extended periods of absence will be subject to Programme Leader approval.
- d. Data is reviewed for patterns of non-attendance and where appropriate referring students to their Personal Academic Tutor for discussions on reasons for the pattern.
- e. Students are informed of the importance of regular attendance at Course Meetings, and through the Student Handbook.
- f. All students have access to a Personal Academic Tutor.
- g. There are regular reviews of students' progress on their programme, including attendance, completion of assessment requirements and academic achievement, and that appropriate action is taken either to help students achieve their

academic aims or, where students are failing to engage with the programme, provide appropriate guidance.

- h. Students are advised of the support available to them.
- i. In the case of the absence of a member of teaching staff, students are informed at the earliest opportunity of the alternative arrangements for the class.
- j. Review the absence notification list provided by the Academic and Registry Officer, and alert them to any students who may have provided confidential information to the Programme Leader or PAT as a reason for their absence.

### Definitions of Absence

#### 5.1. **Students are absent** if:

- a. they do not attend a teaching session that is on their personalised timetable
- b. they do not attend an assessment
- c. they do not attend planned activity relating to the learning experiences of the module, for example rehearsals, or theatre trips.

#### 5.2. **A Teaching Session** is any timetabled learning and teaching session. It includes lectures, seminars, practical and industry workshops.

#### 5.3. **Notified Absence** The reasons for absence can include the following:

- a. illness
- b. personal (including compassionate leave)
- b. adverse weather or travel
- c. agreed leave to attend professional work commitments

#### 5.4. **Unauthorised Absence** is where the reason for non-attendance is unknown.

#### 5.5. **A Self-Certified Absence** is a period of absence that is no longer than seven consecutive days<sup>1</sup>, excluding periods of assessment or examinations. No supporting documentation is required.

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<sup>1</sup> Seven consecutive days includes weekends (for example Wednesday, Thursday, Friday, Saturday, Sunday, Monday and Tuesday)



## Assessments and Coursework

6.1. In relation to Assessments and Coursework the following applies:

- a. Students are expected to attend all formative and summative assessments and submit coursework by published submission dates.
- b. Students who fail to attend a scheduled assessment or submit a piece of coursework (where no approved extension has been granted), will be marked as a non-submission.

## Action Taken Due to Unsatisfactory Attendance

7.1 The following procedures will be followed in the case of unsatisfactory attendance:

- a. A green-amber-red system is utilised in assessing the attendance percentage of each student.
- b. Check points will take into consideration a 6-week period of attendance.
- c. The attendance percentage for each student calculated at these check points will align with either a green, amber or red communication. The PAT and/or Programme Leader will be alerted to student with potential attendance concerns and students will be contacted depending on the severity of their apparent non-attendance. In particular:
  - **Green – mild lapse of attendance (90-95% attendance).** Students falling into this category will be sent a communication recommending that they speak to their PAT, or other source of pastoral support, if they deem this necessary or helpful.
  - **Amber - more serious lapse of attendance (80-89% attendance).** Students falling into this category will be sent a communication directing them to speak to their PAT, and recommending other alternative sources of support.
  - **Red – Serious lapse in attendance. (70% to 80% attendance)** Students falling into this category will be sent a communication requiring that they speak to their PAT. They will be required to improve their attendance before the next check point or be at risk of withdrawal.
- d. Students falling below any of these categories at a check point (**i.e. below 70%**) will be investigated to ascertain their overall engagement. If there is no satisfactory reason for their non-attendance, they will be withdrawn at that stage.
- e. Students will not be contacted unless this is specifically requested by their Programme Leader or PAT.



- f. Conversely, beginning study on a new course is a crucial time for students adjusting to drama school; this is particularly true for new Undergraduate students. As such, particular attention is paid to these students during their initial weeks at Collective. These students will be subject to additional weekly attendance reviews in the run up to the first check point.
- g. The Programme Leader will inform relevant stakeholders of the student withdrawal.
- h. Student access to Collective systems will be deactivated at this point.
- i. All relevant communications and notes relating to attendance concerns must be maintained within the student's record.

### Notification of Absences

7.1. Students must provide notification of their absence and provide evidence where necessary, as detailed below:

- a. Absent for a period of **more than seven consecutive days**, a Medical Certificate<sup>2</sup> or other appropriate documentation<sup>3</sup> must be provided.
- b. Absent for **less than seven consecutive days covering periods of assessments/examinations**, a Medical Certificate<sup>4</sup> or other appropriate documentation<sup>5</sup> must be provided.
- c. Absent for **less than seven consecutive days** and teaching events have been missed, the student can self-certify the absence.

8.2. Planned Absence

- a. The notification of absence should be provided in advance where the absence is planned, for example to attend a funeral, represent the Studio at an official event, or engage in agreed professional work. Notification of absence will only be recorded up to 5 working days after the last date of absence.
- b. The student is expected to email the Programme Leader and Academic and Registry Officer in advance to seek permission for planned absence.

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<sup>2</sup> Students should note that, in accordance with guidance from the NHS, medical practitioners may charge a fee for the provision of medical certificates.

<sup>3</sup> Appropriate documentation includes, a medical report, a note from a hospital, a formal notification of a hospital or clinic appointment, evidence from a member of staff who was alerted to the circumstances at the time, a letter from the student counsellor or other professional that the student consulted during the period when difficulties occurred or a note from the police.

<sup>4</sup> See 2 above. <sup>5</sup> See 3 above.



### 8.3. Unexpected Absence

- a. Where advance notification is not possible, for example in the event of illness, it is expected that the student will inform the Studio as soon as practically possible.
- b. Notification of absence will only be recorded up to 5 working days after the last date of absence.
- c. Where the Studio does not receive notification of the reason for unexpected absence then the absence will be recorded within the attendance monitoring process and may trigger a notification to be sent.

### Recording of Absences

- 9.1. Student absences will be logged within the Student Record System by the Academic and Registry Officer.
- 9.2. Notified absence will be recorded as one of the following reasons:
  - a. illness
  - b. personal (including compassionate leave)
  - c. adverse weather or travel
  - d. agreed leave to attend professional work commitments
- 9.3. The absence is recorded as unauthorised where there is no advanced notification or known reason.
- 9.4. The Academic and Registry Officer will log any absence from a scheduled teaching/learning event and record this in the student record system as an unauthorised absence.

### Periods of Absence

- 10.1. Student absence will be monitored as part of the attendance monitoring process. When minimum attendance requirements are breached, the student will receive correspondence from the Studio highlighting their absence and any necessary action required.



- 10.2. Periods of absence should not exceed 4 weeks in total across the academic year. Students who request extended absence beyond 4 weeks may be required to defer their studies. Any requests for extended periods of absence will be subject to Programme Leader approval and will depend on the nature of the programme delivery.
- 10.3. The student has the responsibility to contact the appropriate staff members (usually the Module Leader and/or Lecturer) as soon as possible to determine:
- a. If there are any alternative arrangements to compensate for missed work or assessment
  - b. If any remedial work is required
- 10.4. Patterns of absence will be reviewed by the Personal Academic Tutor (PAT) and Programme Leader. Students who have breached the minimum attendance levels will be asked to meet with their PAT or Programme Leader to discuss the absences.

#### Student Fraud

- 11.1 Student must only record themselves as present at a learning/teaching session. Where students are identified as having fraudulently recorded the attendance of another student in their absence, then both parties will be subject to the University's student discipline procedure.

#### Appeals Process

- 11.2 Any student who has been required to withdraw due to non-attendance is entitled to appeal the decision through the normal University academic appeals procedure. Students who wish to appeal must do so within 21 days of receiving notification of withdrawal.