



# ***Lateness Policy***



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## Overview

At Collective Acting Studio, we believe in fostering an environment that prepares our students for the professional demands of the industry.

Our lateness policy reflects our commitment to both your artistic growth and professional development. As your advocates in the industry, we understand that reliability and punctuality are as crucial to an actor's success as their creative abilities.

This policy exists not as a punishment, but as a tool to help cultivate the professional habits that will serve you well throughout your career.

## Scope

This policy applies to all students on the BA Acting and in the Part-Time Drama School. It does not apply to students in the Youth Academy, or Short Courses participants.

## Implementation

The following lateness policy will be enforced by all staff:

- We ask that you arrive 10 minutes before class in normal circumstances - and be warming up before the session begins. We believe this should be normal good practice.
- You may be late twice by 1 to 15 minutes per module. If/when this occurs you may join the class as normal on arrival.
- If you are late for a third time by 1 to 15 minutes for a module, you will be asked to observe the class for 30 minutes from the point of your arrival. This will be the case for every subsequent lateness.
- If you are late by more than 15 minutes for any class, you will be asked to observe the class for 30 minutes from the point of arrival. This applies from the first time you are late by more than 15 minutes.

If you are working on a scene for public performance or assessment with a partner, for example for showcase, you may be permitted at the discretion of the tutor to rehearse that scene. This may be permitted only to avoid disruption to your partner. The tutor is unlikely to allow you to participate in any of the aspect of the session.



### Exemption

Recognising the additional challenges of travelling on public transport faced by students with additional physical accessibility needs, those students will be exempt from this policy and will not face any sanctions for lateness.

### Communicating Lateness

It is appreciated if you communicate with us if you are going to be late. Please do that by emailing our Academic and Registry Officer on [registry@collectiveactingstudio.co.uk](mailto:registry@collectiveactingstudio.co.uk), copying in your tutor where possible.

However, please note that whilst we appreciate your professionalism in communicating your lateness, the above rule will still be implemented in all circumstances.

### Reporting Concerns

We feel that is fair that this rule is applied consistently by all staff to every student. If you feel that the lateness rule has not been implemented in a consistent manner, please report your concern to the Programme Leader on [paul.harvard@collectiveactingstudio.co.uk](mailto:paul.harvard@collectiveactingstudio.co.uk)

### Persistent Lateness

Should you consistently be late for sessions, this may jeopardise your place on the course.