



Acting-Related Absence Policy



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Acting-Related Absence Policy

BA Acting and CertHE Acting

1. Purpose

This policy provides guidance on how absences for professional acting-related work are managed on the BA Acting and CertHE Acting programmes. It sits alongside the *Student Attendance Policy* and should be read in conjunction with it.

2. Principles

- a. Absence for acting-related work will only be considered for paid professional engagements - such as credited stage, screen, or voice work. This policy does not cover background/extra work, unpaid student or community projects, or informal social media collaborations.
- b. Such absences are exceptional and must not undermine the student's academic or practical progress.
- c. Requests will be assessed individually and require Programme Leader or SLT approval.
- d. Students are reminded that their primary commitment is to their training. This provision does not encourage prioritisation of external work over studies.

3. Conditions

- a. Students must be above the University's minimum attendance threshold at the point of request, as set out in the *Student Attendance Policy*.
- b. Acting-related absences must not exceed one working week at a time.
- c. The overall limit of authorised absence, including acting-related work, is four weeks across the academic year, in line with the *Student Attendance Policy*.
- d. Requests must be submitted in advance by email to the Programme Leader of the BA or another member of the Senior Leadership Team (SLT), and the Academic and Registry Officer, with supporting evidence of the professional engagement.
- e. Students must take responsibility for arranging with their tutors how missed work or assessments will be addressed.

4. Approval

- a. Requests for acting-related absence must be approved by the Programme Leader of the BA or another member of the Senior Leadership Team (SLT).
- b. Approval will take into account:



- the student's current attendance and academic standing
- the timing within the academic year
- the effect on collaborative work with peers
- whether the student can reasonably maintain attendance above University thresholds after the absence.

5. Recording and Monitoring

- a. Approved acting-related absences will be recorded as authorised professional work commitments, in line with the categories set out in the *Student Attendance Policy*.
- b. All absences, whether authorised or unauthorised, are reported to the University. Students should note that attendance falling below required levels may still place their continuation on the programme at risk.
- c. Patterns of absence will be monitored and, where necessary, approval for further requests may be withheld.
- d. Repeated or prolonged absence may lead to the student being required to defer their studies.