

# Attendance Policy

This policy is applicable to all of Emil Dale Academy's vocational training courses including the Sixth Form and Higher Education Courses.

This Attendance Policy will be under annual review, and will be available in Student Handbooks.



## **1. Aims**

This policy has been developed as part of Emil Dale Academy's (EDA) commitment to support and encourage every student to reach their full potential in their studies.

Awareness and adherence to this policy provides students with:

- Life skills, and good professional practice and discipline
- Enhancement of their learning environment by encouraging regular attendance in all areas of study

This attendance policy aims to:

- Provide guidance on why attendance and punctuality is a fundamental part of the courses at Emil Dale Academy
- Use attendance as one of the factors to be taken in to account when reviewing a student's commitment to, and performance in, their academic studies as well as their training. In doing so, this allows EDA to develop an appropriate response to specific concerns about progress.

## **2. Scope**

This policy is applicable to all students of Emil Dale Academy's vocational training courses including the Sixth Form and Higher Education Courses.

The weekend schools, staff, contractors and visitors are out of scope.

## **3. Policy**

Students must take responsibility for achieving their full potential throughout their courses at EDA. They are active participants in their own learning experiences.

Students will be registered at the start of the course, and must be committed to undertaking the training and studies required to complete the course.

EDA is committed to monitoring attendance and punctuality as it is not only professional best practice and a key life skill, but it also allows EDA to measure and track a student's commitment to their training/ studies and is an indicator of if a student is struggling and requires further support.

Regular attendance and achievement are closely linked - students who regularly attend classes are likely to accelerate their skills and develop their fundamental abilities more than a student who has poor attendance. This will also lead to a more rewarding experience for the students who are achieving and progressing.

In accordance with its commitment to helping students fulfil their individual potential, EDA expects all students to attend all scheduled learning sessions (all studio classes, lectures/ seminars, workshops, rehearsals and performances).

Similarly, all students should be punctual to all classes. These expectations can be reviewed in EDA's Behaviour and Disciplinary Policy and Procedures as well as the student handbook. The consequences of frequent absences and lateness are also explained in these documents.

The only exception to the above will be circumstances of ill health or other legitimate reasons that prevent students from attending or participating fully in classes. Students are responsible for informing the EDA team in these instances and catching up with work missed. In the event of extended periods of absences, EDA will communicate regularly with the student and/ or their nominated person. In some cases, continuation on the course may need to be reconsidered if the absence prevents completion of degree-specific or BTEC-specific units.

### **Attendance**

Student attendance to all scheduled classes is important because:

1. It demonstrates their commitment to their training and studies
2. It is good industry etiquette and practice
3. Good attendance correlates to improvement and a successful student experience
4. Absences are disruptive to a student's learning, but also that of their peers and in some cases their teachers too
5. It shows respect for teaching faculty and staff

Please note, if a student is unable to attend classes for any reason, it is the student's responsibility to contact the relevant teachers and catch up on any work missed. No student on any course should expect a teacher to follow up with them.

### **Absence**

Some absences are unavoidable due to illness or personal circumstances.

EDA requests that students email [info@emildale.co.uk](mailto:info@emildale.co.uk) as soon as they are aware of an absence requirement. This will be escalated to a senior member of staff who will authorise or reject the request.

Please note, if the request for an absence is received after 5pm and the absence is for the next day, this should immediately be assumed that it is not authorised. EDA must receive all requests in a timely manner for review and approval/ rejection.

If the request is rejected, the student will be required to attend EDA on that day. If the student chooses to ignore the rejection of their request and does not attend EDA classes, their absence will be recorded as an Unauthorised Absence.

Please note\* EDA will not grant permission under any circumstances for students to miss college either for a full or partial day for reasons such as:

- Booked holidays
- Tickets to see a show
- Part-time jobs
- Shopping trips
- Driving lessons
- A family/friend evening event
- Attendance to a family/ friend event

These should all be arranged outside of timetabled lesson time.

EDA will grant permission for religious holidays in the event that they are requested in advance, and demonstration of commitment to the religion is proven.

## **Illness**

If a student is ill and cannot attend EDA on any particular day, they must email [info@emildale.co.uk](mailto:info@emildale.co.uk) no later than 7am on the morning of the day they are ill. If a student is unable to email, they must phone 01462 677808 and leave a voicemail message. You will not always receive a response to a voicemail.

Failure to do so will be recorded as an Unauthorised Absence.

## **Appointments/ Required absence part-way through the day**

Absences for appointments will not be granted unless in exceptional circumstances.

Students must email [info@emildale.co.uk](mailto:info@emildale.co.uk) as soon as they know they require an appointment or an absence part-way through their day. This may not always be granted.

If a student is taken ill or injured during the day, they should report to reception either in the main building or at Lime and explain what is wrong. The team will assess what course of action to take. If medication is required, and the student is under 18 years old, a member of the office will call the parent or guardian and must receive confirmation before it is administered.

Under no circumstance can a student leave EDA without informing the office and signing out. Failure to do this will lead to invocation of Disciplinary Procedures.

## **Unauthorised absences**

Students who fail to attend classes will be recorded as Unauthorised Absences.

These are tracked and can be referred to in references and future employment opportunities.

These also lead to Behavioural points which form part of EDA's Disciplinary Procedures (See Disciplinary Procedures to review consequences).

Unauthorised absences will also impact student participation in performances, and may result in not being given, or having opportunities for principal roles, taken away from them.

## **Red Weeks**

Students must not ask for nor have any absences during "Red Weeks".

"Red Weeks" are weeks at the college where attendance is 100% mandatory, even in the event of illness. These are usually assessment weeks (where fundamental assessments in your training take place), technical weeks, show weeks or other such events.

There may also be other days where an absence request will be rejected if an assessment or fundamental class leading to an assessment is scheduled for that day which falls outside of an assessment week.

## **Lateness**

Students must sign in by the required time (usually 8.15am or 15 minutes before the start of their first scheduled session). Failure to sign in on time will result in students being removed from classes ("barred") for the entire day. They will be required to sit in reception and conduct self-study or help EDA staff as required, until released.

It is an important discipline in the industry to be punctual and EDA wants to instil this sense of punctuality through training too. It is important that students learn this discipline now, before they are working in the industry. If a professional performer was late to an audition, they would forfeit that opportunity. If a professional performer missed their show call, a Swing or understudy would replace them in that show.

In addition, full attendance and punctuality is an important life skill.

## **Attendance to assessments/ hand in of work**

It is mandatory that students attend all assessments and hand in all of their assignments on time.

Degree students must hand in work on Breo that are specifically for university units. Failure to hand in on time cannot be rectified.

### **Mitigating Circumstances**

If there is a reason that assessments cannot be attended, the student must apply for mitigating circumstances. For BTEC/ Gap Year students or for non-Degree specific units, a request for mitigating circumstances must be sent in writing to info@emildale.co.uk as soon as possible. This must detail the reason why the student is unable to attend the assessment/ complete hand in. This request may be denied, in which case the student must attend/ hand in the work. In the event it is granted, a timeline for completion will be given.

For Degree students, mitigating circumstances for degree-specific units must be applied to through the university procedures as set out here:

<https://www.beds.ac.uk/student-support/cant-hand-in-a-piece-of-work-or-sit-an-exam/ug-and-pgt/>

**Mitigating circumstances can ONLY be applied for by the student themselves.**

*Ongoing lack of commitment or breaches of this policy will invoke the Disciplinary Procedures (to be read in-line with the Behaviour and Disciplinary Policy).*

<b>Version Number</b>	<b>Date of Issue</b>	<b>Review Date</b>	<b>Author</b>	<b>Changes Made/ detail</b>
01	08.06.2020	08.06.2021	Sarah Moore	First draft