

London Contemporary Dance School

UNDERGRADUATE STUDENT ATTENDANCE POLICY

1. The Academic Case for Monitoring Attendance

- 1.1. All students of London Contemporary Dance School are expected to achieve 100% attendance in all classes in order to ensure that they maximise the learning opportunities designed to prepare them for entry into the dance profession.
- 1.2. When you become a student of London Contemporary Dance School, you become part of the learning community. In a learning community we learn from each other. Teaching staff, visitors and your fellow students share their knowledge and expertise with each other and with you, and in return, they expect that you will be equally generous in sharing your time, talent and developing skills within your student cohort both in classes, and within the wider school as a whole.
- 1.3. Your level of attendance is reflected in your continuing creative and academic development, demonstrated through the achievement of the Learning Outcomes for each Module and in doing so receive the credits for that module. The cumulative achievement of individual Module Learning Outcomes in turn ensure that you achieve the Programme Learning Outcomes and the necessary credits required to be eligible to receive your award.

2. The Legal Case for Monitoring Attendance

- 2.1. The School has a responsibility to comply with Health and Safety Legislation to ensure the safety of all who use the building. In the case of fire, or any other incident which may require the School to report to the emergency services who is in the building, we must have accurate records. It is your responsibility to let the School Administrator know if you will not be in the building when we expect you to be here for a timetabled class.
- 2.2. For UK/EU students who are in receipt of public funds in the form of tuition fee loans, the expectation is that you will successfully complete your programme of study and take up employment to meet the repayments of your loan. In the case of overseas students who have Tier 4 Immigration status, we are required by law to notify UK Visas and Immigration (UKVI) if attendance drops below a certain level and your visa to study here may be revoked.

3. Managing Absence

- 3.1. London Contemporary Dance School acknowledge that there will be occasions when your attendance may fall below 100%. This may be due to injury or an unexpected illness, or an event occurring at a critical assessment point which impacts negatively on your performance or on your ability to perform. There are procedures in place which allow consideration to be given to the evidence supporting your absence, to ensure that you are not disadvantaged.
- 3.2. Authorised absences, approved by the Director of Undergraduate Programmes, to attend an audition for example, can also be taken into consideration when awarding credits for learning outcomes.
- 3.3. All on the day absences (i.e. sickness) must be reported to the School Administrator in the School Office by 8.30am on the day of absence. Failure to report to your absence will result in this being recorded as unauthorised. On return to you must complete the Absence Form, explaining the reason for your absence together with any supporting evidence, in order for your absence to be authorised. More information on how to report and request absences can be found in the Attendance Procedures.
- 3.4. The maximum amount of absences permitted in any one term is 20%. Where attendance falls below 80% you can expect this to be reflected in your ability to meet the marking criteria used to determine that you have met the learning outcomes.
- 3.5. You will also be required to meet with your Academic Tutor to review your absence and, if necessary, agree an action plan to improve your attendance.
- 3.6. The School holds an Attendance and Concession Meeting every term to ensure that all students are striving for 100% attendance and unapproved absence does not occur without penalty.

4. Repeated absence which is not accounted for

- 4.1. Where attempts have been made to help you better manage your attendance without any satisfactory improvement, this will be considered at the Attendance and Concession Meeting in the first instance. The individual circumstances of each case will be taken into account, but ultimately non-attendance may lead to termination of your registration as a student of London Contemporary Dance School. The link below details the procedures which would permit this action:

<https://www.kent.ac.uk/fso/documents/procedures/academic-diligence/termination-checklist.doc>

The steps for poor attendance are outlined below:

Step 1: Where attendance falls below 80% (overall) within 1 week you will be sent a warning email.

Step 2: At the end of each half term, where attendance falls below 80% within 1 or more individual modules that are continuously assessed, you will be issued with an attendance concern letter. You will also be required to meet with your personal tutor.

Step 3: The Attendance and Concessions Committee will meet at the end of each term, whereby individual student attendance issues will be raised and discussed. The outcomes will be decided and actioned on a case by case basis.

*Please note that where more than 20% of your overall attendance has been authorised or self-certified through the absence forms, you will also be required to meet with your academic tutor.

5. Missing Student

5.1. Where the continued absence of a student remains unaccounted for and there are concerns for the student's health and well-being an investigation will be conducted by Student Support Services to establish the level of risk to the missing student. Consideration will be given to the following:

- Special psychological needs
- Potential risk of suicide
- Known medical condition which could be potentially life threatening

Any investigation will be thorough and sensitively handled, with due regard to confidentiality and disclosure, and will report directly to the Principal, who on reviewing the evidence, may report the missing student to the Police.