

London Contemporary Dance School (The Place)

Undergraduate Attendance Policy 2021-22

*For students studying on a course validated by the University of the Arts London
(UAL)*

June 2021

1. The Academic Case for Monitoring Attendance

- 1.1. All students at London Contemporary Dance School are expected to attend all timetabled sessions, including lectures, seminars, group and individual tutorials, learning support sessions, workshops, inductions and demonstrations. Regular attendance means that you can take full advantage of the learning and teaching opportunities available to you and gain the greatest benefit from the course.
- 1.2. Poor attendance not only affects you but also affects others who rely on you in group projects and for peer learning: where group work and peer learning is central to the subject, poor attendance can lead to failure of assessment.
- 1.3. Poor attendance can also negatively affect your dance fitness levels and can increase your risk of injury.

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 Office know if you will not be in the building when we expect you to be here for a timetabled class.
- 2.2. For 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.
- 2.3. 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. Please see the Tier 4 Visa Responsibilities and Requirements document.

3. Managing Absence

- 3.1. London Contemporary Dance School acknowledge that there will be occasions when you are unable to attend all timetabled sessions. 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. If you are aware of an event (i.e. an audition, or work experience) that will result in you being absent, you must request time off in advance, via the [Request to be Absent Form](#). The Head of Registry and Student Well-Being will then consider if the absence should be authorised.
- 3.3. All on the day absences (i.e. sickness) must be reported to the School Office by 8.30am on the day of absence by emailing absencereport@theplace.org.uk. Failure to report to your absence will result in this being recorded as unauthorised. More information on how to report and request absences can be found in the [Attendance Procedures on Google Classrooms](#).
- 3.4. If you regularly miss sessions, you will be contacted by your Course Director or Academic Tutor and offered the opportunity to discuss any difficulties that might be affecting your attendance and ways in which LCDS might help you attend more regularly.
- 3.5. The School holds an Attendance and Mitigating Circumstances Meeting every term to ensure that all students are striving for 100% attendance and unapproved absence does not occur without penalty. More information on [Extenuating Circumstances procedures on Google Classrooms](#).
- 3.6. Students who have prolonged absence or low attendance, either through injury or other reasons, will be required to meet with the Head of Dance Science to discuss a gradual return to training.

4. Repeated absence which is not accounted for

- 4.1. Where attempts have been made to help you better manage your attendance, such as Support Through Studies or any reasonable adjustments, without any satisfactory improvement, this will be considered at the Attendance and Mitigating Circumstances Meeting in the first instance. The individual circumstances of each case will be taken into account, but ultimately if your attendance continues to be poor you will receive a warning letter, your visa or student loan could be revoked and, eventually, you will be withdrawn from the course.

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
- Ongoing and/or significant injury

- Known medical condition which could be potentially life threatening

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

6. Covid-19 related absences

- 6.1. Should you need to self-isolate due to a positive Covid-19 test or because you have been in contact with someone who has tested positive, your attendance for classes will not be affected. You will need to report your absences as normal. Should this happen at an assessment point we will find an alternative assessment or assessment date for you.