

ATTENDANCE

Background

Training to be a dancer requires a regular intensive and rigorous programme of physical fitness and technical training. Central offers such a programme, complemented by Performance, Contextual and Professional Studies courses, which is designed to create highly skilled, versatile artists equipped for entry to the profession.

Regular attendance in class has been identified as a key factor in being successful as a dancer. If students are absent, they break the patterns required for successful learning, and have a disruptive effect on both the tutor and the learning of others. The School firmly believes that all students must take on the self-discipline required for prompt and regular attendance at all scheduled classes and effective use of private study time if they are to get the best from the programme and be successful as dance artists. Many students are able to achieve the necessary self-discipline, but others need an incentive, it will be apparent as students progress through the school how effectively the student has managed to develop these crucial habits of self-discipline and this will be reflected in assessment. Therefore the school has an Attendance Policy to monitor levels of attendance and to engender a professional approach to learning.

The Attendance Policy links continuous assessment to marks. A minimum level of attendance is also required in order for a student to be eligible to participate in Designated Assessments.

The Attendance Policy recognises that students occasionally sustain injury, become ill, or have personal difficulties that mean they cannot attend, or can only partially complete class. To allow for this, the Attendance Policy makes provision for a proportionate number of attendance credits that may be used without penalty to the marks in assessment.

Where a student is in serious and continued breach of the Attendance Policy, the Fitness to Train Policy and Procedures will be applied. A copy of the Fitness to Train Policy and Procedures can be found on the student noticeboard in the Library and can also be found on the school website policies page: <http://www.centralschoolofballet.co.uk/>

The Attendance Policy

Students must attend a minimum of 80% of all classes to be eligible for assessment. This applies to all assessed courses. **To be registered as present, students must arrive at class in appropriate clothing, with appropriate materials, fully prepared and focussed before the start of the class.**

Attendance Credits

You may gain an Attendance Credit if your absence is due to one of the following reasons:

- **Illness.** You must inform reception by 8.30am if you are to be absent through illness. On your return to School you must fill in Self-Certification Form and give it to your tutor. Failure to do this will mean the period in question will be recorded as an (uncredited) absence.

- Injury. You need a Recovery From Injury (RFI) form and must watch the class or gain the class teacher's permission to attend Pilates or Recovery From Injury in order to gain an Attendance Credit; this must be recorded in the register.
- Appointments. You must apply for permission to be absent in advance by submitting a Request for Special Leave from your tutor.
- Personal difficulties. You must agree an Attendance Credit with your tutor.

The effect of Absence and Attendance Credit on marks

For each subject:

Students with less than 20% absence are eligible for a mark

- Students who have more than 20% (un-credited) absence are given a mark of 0% and will thus fail
- Students who have more than 20% of credited absence and providing that they have no more than 20% of un-credited absence, may be given a concessionary mark.
- Students whose written work is submitted late will receive a mark of 0% unless there are mitigating factors as set out under Assessment.

Examination Board

The attendance of each student will be taken into consideration by the Examination Board at the end of the academic year in determining their final marks.

Technique Assessment Classes

In order to be eligible to take a Technique Assessment Class, each student must have an attendance record of at least 80% for the term, or permission from the Director.

Requests for absence

If you wish to take time off from School because you have a medical appointment for example, you must complete a Request for Leave form which should then be handed to your tutor. This absence may or may not be credited, at the discretion of the Examination Board.

Recording attendance

A register is taken for each class and attendance is recorded on the mark sheet.

CONCESSIONARY MARKS

Concessionary Marks are subject to specific conventions according to the University of Kent Regulations.

See the University of Kent website for details regarding Guidance on the Management of Concessions:

<https://www.kent.ac.uk/teaching/qa/guidance/guidance-concessions-ug-students.html>

Please note:

Students will only be considered for a repeat of a year if absence has been caused by injury or illness and concessionary circumstances apply.

Any repeat year is recommended by the Director and must be approved by Board of Examiners.