

**This information is taken from pp 14 – 15 of the undergraduate Course Handbooks**

## **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 (80%) is also required in order for a student to be eligible to participate in Designated Assessments. Attendance is monitored on a termly basis and decisions made by the Senior Management Team regarding each student's eligibility 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 Support Through Studies policy may be applied. A copy of the Support Through Studies policy can be found on the student noticeboard in the Library and can also be found on the CDD [website policies page](#).

### **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. Failure to do this will mean the period in question will be recorded as an (uncredited) absence.
- Injury. You need to gain permission from the teacher whose class you are missing in

order to attend Pilates or Recovery From Injury. This then qualifies for 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.
- External performances/events. When students are representing Central in performances/ events **arranged and agreed by Central**, all staff whose classes you are missing need to be informed in advance. In normal circumstances this will qualify for an Attendance Credit.

### ***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.