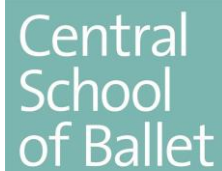


# Central School of Ballet

## Academic Engagement Policy

The logo for Central School of Ballet, featuring the text "Central School of Ballet" in white on a teal square background.

This policy applies to all students who hold a Student Visa to study at Central School of Ballet

### 1. Introduction

Central School of Ballet ('the School') is committed to excellence in education, and to supporting progression and achievement of students. We therefore expect all our students to maintain a high and consistent level of attendance and engagement in all aspects of their training and studies.

Central School of Ballet takes its Student Visa Sponsorship duties very seriously and is committed to ensuring that those duties are adhered to. One of the key duties is the requirement to effectively monitor the attendance and engagement of those students who are sponsored on a Student Visa. To comply with UKVI requirements, The School must maintain robust evidence of visa students' attendance records to demonstrate that engagement is recorded, and that non-engagement is acted upon. Regular monitoring of student attendance allows the School to identify students who need guidance or support and to direct them to the most appropriate department within the School.

This policy outlines the processes in place for monitoring the attendance and engagement of Student Visa holders studying on an Undergraduate Course at Central School of Ballet. This policy will set out how concerns in relation to these matters will be followed up for those students. It aims to ensure compliance with UKVI regulations and to assist the School in meeting its responsibilities as a Student Visa sponsor. This policy is in addition to the processes already in place to monitor the attendance of all students.

### 2. Who we monitor engagement for

This policy applies to all undergraduate and postgraduate students, studying under the sponsorship of the Central School of Ballet Student Visa.

### 3. Why engagement and attendance are monitored

Attendance and engagement are monitored at Central School of Ballet for the following reasons:

- To allow us to monitor student activity and student wellbeing
- To ensure we comply with our responsibilities as a Sponsor and maintain our status as a Student Sponsor
- To allow us to provide suitable support / guidance to students who do not engage with their studies consistently

#### 4. How we monitor engagement

a) Physical attendance onsite at Central School of Ballet's campus is monitored in two ways.

Upon arrival, students are expected to sign into the building under the supervision of our Reception team. This record acts as evidence that a student successfully and safely arrived at school building. Should a student not arrive onsite, a member of our Senior School Administration team will email them in the first instance. Students are expected to respond promptly with a reason as to why they have not arrived at school.

Attendance is also monitored for every class. In each class, the Artistic Staff member (tutor) will take an electronic register. For each student, the tutor must record the student's attendance using the following options:

- Yes – *the student is present in the class and was on time.*
- Late – *the student arrived in class but was late.*
- Absent (Unauthorized) – *the student has not arrived in class and we were not notified about this absence.*
- Absent (Authorised) – *the student has not arrived in class but it is an authorised absence that the School approved.*
- Observing – *the student is present in the class but is observing due to personal or health reasons.*

*Student Attendance Monitoring Meetings* take place roughly every 7 – 8 weeks (every half term) through the academic year, in which members of our Artistic Staff, Senior Management and Senior School Administration staff, meet to discuss and review student attendance across a specific period of time. Any concerns regarding a student's engagement are raised in this meeting with appropriate actions identified and implemented by relevant members of staff.

In attendance is the School's Senior School Manager, who is a Level 1 User on the UKVI Student Management System and manages the School's Visa and Immigration Processes. It is at this stage, that any concerns specifically relating to a student's engagement and the terms of their visa are formally reviewed.

All student absences: authorised and unauthorised, are reviewed within the *Student Attendance Monitoring Meetings*. Students whose attendance falls below that stated in the School's handbook are written to with an overview of their attendance for a specific period of time and any necessary information about next steps.

b) Online engagement – All teaching and learning on the undergraduate courses usually happens face-to-face. However, in ex circumstances it can be necessary for the course to be delivered in blended learning modes, due to pandemic lockdown for example. Attendance for all online classes are recorded and Artistic Staff members (tutors) keep a record of student engagement for every class. For each student, the tutor must record the student's attendance using the following options:

- Yes – *the student is present in the class and was on time.*
- Late – *the student arrived to class but was late.*

- Absent (Unauthorised) – *the student has not arrived to class and we were not notified about this absence.*
- Absent (Authorised) – *the student has not arrived to class but it is an authorised absence that the School approved.*
- Observing – *the student is present in the class but is observing due to personal or health reasons.*
- IT issues – *the student has been or is currently experiencing IT issues which are hindering their attendance.*

## 5. Authorised and unauthorised absences

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 course and be successful as dance artists.

All students are required to refer to our Attendance Policy which can be found in our Course Handbook:

<https://www.centralschoolofballet.co.uk/training/degree-courses/foundation-degree-professional-dance-performance/>

### a) Authorised absences

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 school's website here:

<https://www.centralschoolofballet.co.uk/training/policies-and-procedures/>

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

- Illness – students must inform the school as soon as possible if they are to be absent through illness.
- Injury – students need to gain permission from the tutor and other relevant members of staff if they are missing class, in order to attend Pilates or Recovery from injury.
- Appointments – Students must apply for permission to be absent in advance, via the school's 'Absence Request Form' which can be found within the *Student Handbook*.
- External performances/events – When students are representing Central in performances / events arranged and agreed by Central.

## **b) Unauthorised absences**

Should a student not attend a class and not have obtained prior permission from the Senior School Administration team, their absence will be recorded as an 'unauthorised absence'.

**If a student is running late or needs to report an absence, they should email [info@csbschool.co.uk](mailto:info@csbschool.co.uk)**

## **6. Terms of Student Visa**

In line with the Student Sponsor Guidance located on the Government website, students are required to maintain a consistent level of attendance. If a student does not meet these requirements, the Sponsor (Central School of Ballet) is obliged to notify the home office and withdraw sponsorship due to a lack of academic engagement, unless there are exceptional and evidenced reasons for the non-attendance (e.g. illness).

For further information on Sponsorship Duties for Higher Education Providers, please refer to the [Student Sponsor Guidance](#).

### **Need help?**

Free student immigration advice and very helpful information sheets are available at the UKCISA website. Their advice line is open 1pm-4pm GMT: +44 (0)20 7107 9922

Should you have any questions relating to this policy or your Student Visa, please contact our Senior School Manager, Josh Yeardley at [josh.yeardley@the.Schoolschool.co.uk](mailto:josh.yeardley@the.Schoolschool.co.uk) or by calling 0207 520 2065