

Attendance and Engagement Policy

Introduction

Central School of Ballet ('Central') is committed to excellence in education, and to support the progression and achievement of all our students. Central provides world class dance training and we expect the highest standards from our students. As such we expect students to **attend 100% of timetabled sessions** where this is in the student's best interest. As training professionals the attendance replicates the professional world in which you are present unless there are circumstances that prevent this, such as illness or personal problems.

Students are expected to engage fully with their studies whilst registered at the School, including attendance at all scheduled classes, lectures, seminars, tutorials, rehearsals, performances and any other event or meeting convened as part of the teaching, learning or assessment for that module and/or programme unless an authorised absence has been granted or a reasonable adjustment has been agreed. Registers are taken for all individually timetabled classes and attendance is carefully monitored by the Registry and Higher Education teams and dance tutors.

Regular and consistent attendance and engagement in class is essential for effective learning and is a key factor in being a successful dancer. If students are absent, they break patterns required for successful learning, have a disruptive effect on both the tutors and their peers' learning and progress, and miss out on vital feedback, information and opportunities (such as casting)- all part of the training and student experience. A lack of attendance can also hamper a strong sense of belonging to the training course, with your peers and the wider Central environment. Students in the final year BA (Hons) Top up must understand that lack or a dip in engagement and attendance can have further-reaching implications regarding physical and artistic progress, casting, and degree classification.

This policy also considers a student's Engagement Beyond Attendance, i.e. beyond physical presence, engagement is reviewed, evaluated and assessed through active participation in class, interaction with online resources, completion of coursework, and communication with staff.

This policy clarifies Central's expectations of each student pertaining to attendance and engagement, explains the process for student absences, and explains the consequences and process of non- engagement.

1. Attendance Monitoring, Reporting and Notifications

1.1 Registering

Students must sign in and out of the daily register, which is available at Reception, and during in-class registers with their tutors. To be registered as present, students must arrive at class in appropriate clothing, with appropriate materials, fully prepared and focused before the start of the class. Students should arrive on time for classes and remain for the duration of the teaching session. Late arrival at, and early departure from, teaching sessions is disruptive, discourteous, unprofessional and unfair to other class members and tutors.

If a student misses morning classes, you will not be permitted to participate in the afternoon classes or rehearsals for Health and Safety reasons. A student must speak to afternoon classes' tutors to explain that they were absent for some/ all the morning sessions and follow directive from their tutor.

1.2 Student Absence

If a student is unexpectedly absent or wishes to request an absence, they **must** follow the outlined procedure below.

1.2.1 Reporting absence

Reporting absence concerns an absence you have not or reasonably cannot predict, such as running late, being ill, an expected occurrence happening, etc. In this case, you **must** use the Attendance Reporting Form to report your absence by providing detailed answers to the posed questions by 10am. Failure to report will mean the period in question will be recorded as an unauthorised absence.

1.2.1.1 Student Absence – Year 1 and 2 Students must ensure that Central have been notified before 10am on every day they are absent from school, via the Attendance Reporting Form. If the student is absent without notifying the school a staff member will attempt to contact the student. If they cannot be contacted, they will contact the student's Parent, Guardian or Carer. The expectations are the same for Year 3 students however Central would not contact parents, guardians or carers for a short absence.

1.2.1.2 Student Absence – Student Visa Attendance levels of overseas students studying in the UK on a Student visa are monitored weekly. Central is required to report non-attendance to the UK border agency which could potentially revoke a student visa. A student can request leave in advance under certain conditions via the Attendance Reporting Form. Should you have any questions relating to this policy and your Student Visa, please contact registry@csbschool.co.uk

1.2.2 Requesting (seeking authorisation for) absence

A student may request to be authorised for a period of absence, under certain circumstances, providing you submit your request well in advance (at least 48 hours in advance). Requests can be made for professional development opportunities, auditions, medical appointments, family circumstances, and so on. Absences for professional opportunities will not be authorised for assessments. Authorisation will be considered in a holistic manner, based on your overall attendance and engagement with the course. You should complete the Attendance Reporting Form with detailed information of your request. Incomplete requests or requests not submitted via the form will not be considered. The responsibility lies with the student to provide the complete information so relevant staff at Central can consider the request with relevant time. The relevant staff will respond to your request confirming whether it is an authorised or unauthorised absence.

Should a student not attend Central activity and not have obtained prior permission via the Attendance Reporting Form, their absence will be recorded as an 'unauthorised absence'.

1.2.3 Mitigating circumstances

Students who at times cannot participate physically are expected to engage creatively in class. If a student is experiencing personal problems or illness which is impacting on the

programme of study they should speak to a member of staff to seek help as soon as possible. As such, students should ensure they are aware of the student support provision at Central and submit Mitigating Circumstances where appropriate. This includes when a disabled student's attendance/ engagement is impacted by any of the below reasons,

1. The symptoms of a condition temporarily flare-up/worsen
2. A student needs to attend medical appointments associated with the management of a condition

Students should report absence via the Attendance Reporting Form on each day of illness or absence by 10am.

If a student is absent for more than 5 days and Central has not received a formally reported absence (through the student or parent, guardian or carer) and expected return date after two weeks, Central will assume a student has withdrawn from the course.

Students are able to self-certify for 5 days but will be expected to provide insights into their absence during those 5 initial days. For absence of more than 5 days, a student will need a medical note.

If a student misses a scheduled assessment due to illness or other mitigating circumstances they will usually be required to provide a doctor's note or other appropriate practitioner and may then be considered for a deferred assessment.

Central considers mitigating circumstances that have been reported not to have a negative effect on overall attendance and engagement, including a Continuous Assessment mark, if the student has communicated pro-actively, engages with School activity contextualised in their circumstances and follows the outlined procedure to request or report absence.

1.3 Monitoring

Attendance and engagement is monitored and discussed twice per term through Attendance and Engagement meetings involving the Artistic Director, tutors, Higher Education Team members, Registry team members and the Head of Medical and Wellbeing. Students are required to achieve **at least** 90% attendance throughout each term. After Attendance and Engagement meetings, students who are below the attendance requirements will receive a notification via email with a formal attendance action from the 4-stage procedure (as outlined in section 2.2 below).

Each student is responsible for their own attendance and may request to know their current attendance percentage at any time by contacting the Registry team.

Final attendance reports are presented to the Concessions Committee prior to the Board of Examiners to consider those cases where students have failed to achieve the attendance requirements by the end of the academic year.

If a student fails to meet the attendance requirement for the year they may be placed on an action plan at the start of the next academic year, as part of the Support through Studies Framework.

2. Consequences of non-engagement

2.1 Attendance, engagement and assessment.

A student's attendance and engagement with their training is heavily reflected in their Continuous Assessment feedback and marks. Tutors cannot provide regular tailored, individual and collective feedback on learning and progress to students who have low attendance in classes and rehearsals. While attendance does not directly affect your continuous assessment mark, it can be reflected in student feedback.

To be eligible to participate in Formal studio-based assessment, a student must meet the attendance requirements in this policy or gain permission from the Artistic Director. This decision is in accordance with our duty of care and health and safety assessments.

2.2 Procedure for students failing to meet the attendance requirement

Concerns regarding student attendance will be managed through the Support through Studies Framework. The Registry and Higher Education Team will monitor student attendance and meets on a regular basis. It is their role to manage the process as outlined below:

- Stage 1: If a student's attendance falls below 90%, without mitigation, for the first time, Central will issue the student with a Raise of Concern. An attendance notification will be sent to the student to alert them to their low attendance level.
- Stage 2: If a student's attendance falls below 90% without mitigation, for the second time the student will be required to create and adhere to an Action Plan for a period of time as part of the Support through Studies framework. The specific terms of the action plan will be discussed between the student and the relevant Support through Studies Lead but are likely to state that a student must demonstrate 100% attendance for the duration of the action plan. The action plan will be reviewed at the end of the period and if the terms have not been met a student will move to Stage 3 of the process.
- Stage 3: If a student's attendance falls below 90% without mitigation for the third time they will issue the student with a Written Warning and will be asked to complete and adhere to a second Action Plan. The specific terms of the action plan will be discussed between the student and the Director of Higher Education but are likely to state that a student must demonstrate 100% attendance for the duration of the action plan. The action plan will be reviewed at the end of period and if the terms have not been met a student will move to Stage 4 of the process.
- Stage 4: If a student's attendance falls below 90% for the fourth time of the academic year a student must attend an interview with the Executive Director or Artistic Director where the issues will be discussed and a student may be asked to leave the course. This meeting will be minuted as a record of the discussion and agreed action. Central reserves the right to delay the progression to the next stage if appropriate, or in the case of substantial absence to move to any stage of this process.

Date of Policy Review	By	Next policy review
September 2025	Emelie Helsen, Director of Higher Education	August 2027