

APPENDIX C: ATTENDANCE POLICY

Training to become a professional circus performer requires a regular, intensive and rigorous programme of physical, artistic, practical and technical training. The National Centre offers such a programme, which is designed to develop circus performers and creators equipped for entry into the profession.

Regular attendance in class is a key factor in student progression, in both physical and artistic terms, and as students are continuously assessed on all elements of the programme it is essential that they are in class enough for that assessment to take place. When taking part in a collaborative performing arts programme, student absences can also be disruptive to the learning of others. In addition to this, the National Centre 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 professional circus performers. The aim of the National Centre Higher Education programme is to prepare students for entry into a professional world where high levels of attendance and punctuality are fundamental - they are key organisational skills which must be learnt and adhered to as part of a professional approach to learning.

THE ATTENDANCE POLICY

A 100% Attendance Rate is expected and required of students on National Centre for Circus Arts Higher Education Programmes for the entire academic year. To be registered as present, **all** students must attend registration at 9am before the start of classes in the morning. Students must also be present and on time at the beginning of all classes scheduled within their timetables.

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 a class. It also recognises that students may occasionally be late in the morning due to circumstances beyond their control. Therefore, the absolute minimum level of attendance required at registration and also for non-production/performance modules in order for a student to pass is 80%. Due to the nature of production/ performance modules a minimum level of attendance of 100% is required unless an absence has been formally approved in advance by the production manager and director. Please refer to module briefs for full details on each module's attendance requirement.

THE EFFECT OF ABSENCE ON GRADES

- Students with an attendance rate of more than 80% will receive grades through the normal assessment procedures. This applies to both morning registration and all non-production/ performance modules
- Students with an attendance rate of less than 80% for morning registration will be awarded a '0' (Fail) grade for the term for one of the following modules which are continuously assessed throughout each term:
 - 1st year Foundation Degree: Module CA102, Working with the Body (for Circus Skills element in term 1, for whole term grade in term 2 and 3)
 - 2nd year Foundation Degree: Module CA211, Circus Discipline Level 1
 - BA: Module CA310: Circus Discipline Level 2

- Students with an attendance rate of less than 80% for an assessment period of a non-production/ performance module will be awarded a '0' (Fail) mark.
- Production / performance modules require a 100% attendance rate in order to pass. On rare occasions students may have an absence approved by the stage manager and director. Those students with an attendance rate of less than 100% for production/ performance modules without approved absences will be awarded a '0' (Fail) mark and may be removed from the module.

Attendance rates of each student, and the effects on their marks, will be considered at termly Student Progress Meetings, at Concessions Panel meetings, and at the Examination Board at the end of the academic year. Consistent poor attendance without circumstances which have been approved through Concessions Procedures (as detailed below) will result in the application of Disciplinary Procedures.

ILLNESS, INJURY AND PERSONAL DIFFICULTIES - CONCESSIONS PROCEDURES

The school recognises that students are occasionally absent for reasons beyond their control. To allow for this, the Attendance Policy makes provision for a certain number of absences and allows students to pass with an 80% attendance rate.

Where a student drops below 80% attendance and there are reasons for this known as mitigating circumstances (these are **unforeseen, unpreventable** circumstances **that significantly disrupt your ability to attend or arrive on time, such as an illness or bereavement**) the student can apply for these circumstances to be considered at concessions panel, which may mean that they are assessed without the penalty for low attendance being applied, provided they have met the learning outcomes of the module.

A student who wants to be considered at concessions panel should email the HE Records Officer by the end of term to confirm this is the case and submit suitable evidence to the Higher Education office.

Students must get into the habit of ensuring that if they are absent due to illness or injury, they hold onto any evidence which corroborates this, in case they need to apply for concessions at a later date.

Evidence may include:

- A doctors/hospital note or confirmation of appointment
- Any other evidence available from a medical practitioner regarding the condition – particularly if illness or injury has resulted in a sustained period of absence of more than a few days, or if it means that a student cannot take part in particular activities
- If the student has discussed personal issues which have affected them in detail with a member of staff (e.g. a course manager or the student support manager) they can ask that member of staff to submit a statement as part of their evidence

INTERNATIONAL STUDENTS AND TIER 4 VISA REQUIREMENTS

The attendance levels of students from overseas who hold a Tier 4 visa will be very closely monitored, in accordance with Home Office requirements. It is the school's legal responsibility to monitor the attendance of Tier 4 students and report unsatisfactory attendance to the Home Office (students will be informed before this course of action is taken).