

## Royal Academy of Dance Faculty of Education

### Attendance Policy

#### 1. Introduction

- 1.1. The Royal Academy of Dance (RAD) recognises that students come to the Royal Academy of Dance as adults and are expected to work independently and be responsible for their own decisions and actions. However, the Royal Academy of Dance has a responsibility to its students as well as external bodies to ensure that students are attending and studying so as to comply with regulatory requirements and the validating university's and the Royal Academy of Dance's requirements.
- 1.2. The Royal Academy of Dance offers programmes of study both onsite and by distance learning. The Attendance Policy governs all aspects and elements of study, whether they take place onsite at the Royal Academy of Dance or at external venues, such as Partnership and Placement Schools, or are facilitated by technology, such as email or the Virtual Learning Environment (VLE).
- 1.3. The Attendance Policy specifies attendance and engagement for students studying onsite at the RAD Headquarters in London and for students on distance-learning programmes of study. Clarification of 'attendance' with regards to re-assessments is also included.
- 1.4. The policy should be read in conjunction with the Faculty of Education's [General Regulations](#), [Extenuating Circumstances Policy](#) and [Grounds for Concern Procedures](#) (log-in required).

#### 2. Attendance and Engagement

- 2.1. All students on onsite or distance-learning programmes or stand-alone modules who are engaged in full or part-time study are required to fulfil their academic commitments.
- 2.2. To that end, students shall, as required by the regulations governing the programme or stand-alone module for which they are registered:
  - 2.2.1. attend and participate in all timetabled learning and teaching activities (including placements) and all formal requirements as appropriate;
  - 2.2.2. engage with and participate in all non-timetabled learning and teaching activities (including placements) as appropriate;
  - 2.2.3. attend examinations and assessments and submit work when required;
  - 2.2.4. remain in attendance throughout the designated time span of each semester/module.

- 2.3. Students on placement shall also be required to comply with the policies and procedures with regards to attendance in operation at the placement school.
- 2.4. All students are expected to arrive in good time for all sessions. If a student is unavoidably late, tutors will try to admit students to the session late. However, there will be cases involving confidential information or health and safety issues which may mean that students will not be admitted late.
- 2.5. Students who have agreed to be a participant in a peer's work, e.g. choreography or peer teaching, are expected to attend and participate in all arranged activities, such as rehearsals, formative and summative assessments.
- 2.6. Irrespective of whether the programme/module is studied onsite or by distance learning, students can show their engagement with their studies and that they fulfil their academic commitments by:
  - 2.6.1. Attending and participating in timetabled lectures, seminars, and classes;
  - 2.6.2. Taking part in scheduled practical workshops and tutorials (onsite or using video conferencing);
  - 2.6.3. Attending and participating in formal requirements of the programme, including Registration, Induction days, Intensive Study Seminars, Intensive Study Periods, Core Study Days and course-related external visits;
  - 2.6.4. Being present at timetabled formative and summative examinations and assessments;
  - 2.6.5. Participating in timetabled rehearsals;
  - 2.6.6. Attending and participating in professional placement activities;
  - 2.6.7. Engaging with online material and contributing to online forum discussions;
  - 2.6.8. Submitting study tasks and taking part in webinars;
  - 2.6.9. Responding to communication from tutors, Level Coordinators, Programme Managers and Programme Officers in a timely manner;
  - 2.6.10. Submitting formative and summative work.
- 2.7. The Faculty of Education expects 100% attendance per module. However, action will usually only be taken if attendance falls below 80%. For programmes which require students to fulfil a set number of hours on teaching placement or compulsory attendance at an Induction week or Intensive Study Seminar week, students will be contacted if their attendance falls below 100%. Students should refer to the Programme Handbook for information on programme-specific requirements.

### **3. Attendance for re-assessments**

- 3.1. A student who has failed a module is reassessed on a single occasion in the units of assessment they have failed in order to pass the module and progress to the next academic level or stage of their programme, or to take

their award. Re-assessments on both onsite or distance-learning programmes of study are either undertaken with or without attendance.

- 3.2. Re-assessments with attendance give students access to the same amount of tutoring hours as for the first attempt. An appropriate proportion of the tuition fee will be charged.
- 3.3. Re-assessments without attendance give students access to one hour of tutoring. A re-sit fee will be charged for each failed module.

#### **4. Authorised Absence**

- 4.1. A student who, because of illness or other extenuating circumstances, is unable to fulfil his or her academic commitments should inform the Programme Manager as close as possible to the event, normally within 24 hours and, if requested, provide a medical certificate or other supporting evidence to explain their absence. Notification of absences for students on placement is in accordance with the relevant Programme Handbook.
- 4.2. Planned absence from a timetabled session or formal programme requirement which is known about in advance requires authorisation from the Programme Manager. When considering an application for authorised absence the Programme Manager will take into consideration the student's ability to keep up with their studies and complete assessments, including sitting examinations.
- 4.3. Whenever possible the student will be required to make up the work missed in his or her own time.
- 4.4. An occasional missed timetabled learning session or formal programme requirement due to illness or other circumstance will be recorded as an absence with no further action required as long as the student fulfils the minimum attendance requirement and is able to meet the Learning Outcomes of the module. Non-attendance of five consecutive calendar days or longer due to medical reasons requires a medical certificate for the duration of the absence.
- 4.5. There is no automatic authorisation for absence on the basis of religious observance. Where religious observance affects a student's attendance at a timetabled session or formal programme requirement, the student should discuss this with their Programme Manager who will give sympathetic consideration to any reasonable adjustments that can be made.
- 4.6. Events that would warrant an authorised absence (refer to Extenuating Circumstances Policy for assessments) include:

Event	Evidence Required
<p><b>Bereavement</b> through the death of a close relative or significant other that in employment would lead a reasonable employer to grant compassionate leave.</p>	<p>A death certificate or a signed and dated letter from a minister of religion, medical practitioner, police officer, solicitor, magistrate or other officer of the law or a person with equivalent professional standing.</p>
<p><b>Serious short-term illness,</b> or, <b>a long-term (chronic) health problem</b> suddenly worsening.</p>	<p>A signed and dated letter from a medical practitioner that states the dates when the illness affected the student and how, without breaching confidence, the circumstances affected or are likely to affect the student's ability to prepare for an assessment, submit or attend for an assessment, and the student's ability to recognise and deal with their circumstances.</p> <p>For a student awaiting a diagnosis of an illness or condition, a signed and dated letter from a medical practitioner that states the dates when the student attended for treatment, when tests were undertaken, and when a diagnosis is expected.</p>
<p>An <b>accident or injury.</b></p>	<p>A copy of an accident report provided by a police officer, Magistrate, or Magistrate's Clerk; or a signed and dated letter from a medical practitioner. In all cases where a letter is provided it must state the dates when the accident or injury affected the student; the position and qualification(s) of the person providing the letter; and their contact details.</p>
<p><b>Appointments with a doctor, dentist, physiotherapist</b> or other recognised licenced/certified medical practitioner, that cannot be scheduled at any other time.</p>	<p>A medical note or certificate or appointment confirmation</p>

<p>For part-time and distance-learning students in full-time or part-time employment, a <b>significant change in their workload due to circumstances beyond their control</b>, or being required by their employer to work through periods normally available for study and/or assessment.</p>	<p>A signed and dated letter from their employer, stating that the student has been required by them to undertake work in the interests of the employer and that this was in time that had previously been agreed would be available for the student to study, prepare for assessment, or take an assessment.</p> <p>Where self-employed, evidence from their client stating that they have required the student to undertake unforeseen work that was necessary in the interests of the client's business, together with the dates and times when the student had been required to attend the client or undertake the previously unforeseen work.</p>
<p><b>Significant adverse personal or family circumstances.</b></p>	<p>A signed and dated letter from one or more of the following: a medical practitioner; a social worker (stating their position with respect to the student); a registered psychological therapist; a registered professional in psychiatric practice; an officer of the law; a tutor outside the RAD; a minister of religion. The letter they provide must give their position and qualification(s) and their contact details and must provide information on the time when the circumstances occurred and whether they are continuing.</p>
<p><b>Jury Service</b>, if the student is unable to defer the service to a later date.</p>	<p>A letter confirming the Jury Service</p>
<p><b>Interview/career related appointments</b></p>	<p>A letter confirming the appointment</p>
<p>Other <b>exceptional circumstances*</b> that will affect the student's ability to engage with their studies, or have affected them.</p>	<p>Please contact <a href="mailto:registry@rad.org.uk">registry@rad.org.uk</a> for further information of evidence required in exceptional circumstances.</p>

\*Examples of 'other exceptional circumstances' might include:

- natural phenomena such as earthquakes, pandemics, ash clouds or severe weather;
- civil unrest that might make it impossible for a student to travel to the RAD or submit work electronically;
- a requirement that the student performs military service that they are unable to defer until after their programme finishes;
- involvement in a significant/prestigious event where students represent their country at a sporting event, performance or exhibition.

4.7. Personal or domestic events which could have been anticipated and planned otherwise (such as moving house, routine childcare, holidays, paid employment) would not normally warrant an authorised absence (refer to Extenuating Circumstances Policy for assessments).

## 5. Attendance Monitoring

- 5.1. Attendance is recorded and monitored by individual module tutors and, for placements, mentors and School-based Tutors.
- 5.2. Attendance data will be recorded for the purposes of audit and also to allow analysis to identify those students who show irregular or inadequate patterns of attendance. Attendance will be monitored by percentage of attendance over any period of time, number of consecutive sessions missed and/or type of sessions missed.
- 5.3. Attendance data will be used to fulfil the Royal Academy of Dance's reporting obligations towards external organisations, such as the Teaching Regulation Agency, the Department for Education and UK Visas and Immigration (UKVI), as well as external government bodies in respect of student funding.
- 5.4. For international students studying at the Royal Academy of Dance on a sponsored [Student Visa](#), it is the responsibility of the students to ensure they fulfil the conditions of their visa.
- 5.5. Under its sponsor licence, the Royal Academy of Dance has an obligation to monitor all Student Visa sponsored students, to maintain attendance records and to notify UKVI if students holding a Student Visa fail to meet their required level of attendance. For authorised absences, evidence supporting the Faculty of Education's decision will be retained for audit purposes. Attendance on placement will be monitored for those on a Student Visa.

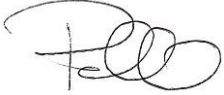
- 5.6. Students who are in receipt of bursaries, sponsorship or other funding should be aware that the Royal Academy of Dance may be obliged to report any absences to the relevant funding authority, which may affect their funding.

## **6. Failure to fulfil Academic Commitments**

- 6.1. Non-attendance of timetabled sessions and of formal programme requirements is deemed a failure to fulfil the academic commitments and a lack of engagement.
- 6.2. Indicators of unsatisfactory attendance or engagement include, but are not exclusively confined to:
- 6.2.1. Failure to attend timetabled learning and teaching activities (including placements) without providing a satisfactory reason for absence;
  - 6.2.2. Persistent late arrival or early departure from learning and teaching activities or placements;
  - 6.2.3. Selective attendance of timetabled learning and teaching activities;
  - 6.2.4. Failure to attend tutorials;
  - 6.2.5. Failure to meet deadlines;
  - 6.2.6. Failure to contribute to online forums;
  - 6.2.7. Failure to respond to communication;
  - 6.2.8. Non-submission of work.
- 6.3. The Faculty of Education takes the view that attendance is critical to academic progression and achievement. As such, poor attendance, persistent lateness and behaviours indicating a lack of engagement in the learning process may result in disciplinary action under the Grounds for Concern Procedures and the General Regulations.
- 6.4. Where early indications of unsatisfactory attendance have been identified, and taking account of any reasonable adjustments that may already be in place, the Programme Manager will arrange an informal meeting with the student (onsite or using video-conferencing technology).
- 6.5. The purpose of the informal meeting is to explain the nature of the concern, to make sure that the student is aware of the support that is available to them and/or to review the impact and effectiveness of any support that might already be in place. The student/trainee teacher will also be advised at this stage of the formal Grounds for Concern Procedures and other related policies and procedures which may be used to inform any further action that might become necessary.
- 6.6. The outcome of the informal meeting may be that the student continues with his/her studies and that there is no case to answer. Should the initial concern not be resolved, the Programme Manager will follow the formal Grounds for Concern Procedures.

6.7. The General Regulations will apply where a student does not participate in the informal meeting or the Grounds for Concern Procedures and/or continues not to fulfil his or her academic commitments and ceases to engage with his or her programme of study. Paragraphs 83 to 85 of the General Regulations delineate the process whereby a student's registration on a programme may be terminated due to lack of participation and/or lack of academic progress.

6.8. If a record of unsatisfactory attendance and/or lack of engagement is part of a student's record, staff writing references for students may be required to disclose relevant information about a student's attendance and/or engagement.

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