

L A I N E
THEATRE ARTS

ATTENDANCE, ABSENCE AND LATENESS
POLICY
2023

ATTENDANCE, ABSENCE AND LATENESS POLICY

This policy applies to all students studying on the Level 6 Trinity National Diploma in Professional Musical Theatre, the LTA Foundation Diploma in Dance and Musical Theatre and, where Campus Study days are mentioned, the BA (Hons) Top-up Degree.

Regular class attendance is an essential requirement of training at Laine Theatre Arts. Each class you take is important and develops skills step by step and stage by stage over a period of time. An absence from even just one class means it will be that much more challenging to keep abreast of your training.

Simply put, all students and all classes are subject to the following regulations:

Attendance

- All students must attend all classes on their schedule unless they have received authorisation from The Principal, Vice-principals or in-house Agent to attend a rehearsal or audition or in the case of a serious personal issue, from Student Services (See 'Authorised absence', below).
- 100% attendance is required from all students, but illness and injury will be considered when monitoring attendance and deciding upon any disciplinary measures.
- Students will be marked absent from any class they do not attend
- Students on the BA (Hons) Musical Theatre, one-year, top-up are required to attend all induction activities and all Campus Study Days (CSDs).
- Class attendance is monitored electronically throughout the academic year; and percentage attendance is calculated on a 'per term' basis. Students whose attendance is in danger of falling below 85% over the course of a single term will be required to attend a meeting with The Principal or Vice Principals.
- A student arriving late at a class may be denied access by the teacher if the student's late arrival would disrupt the class
- Students carrying an injury card must attend their usual classes and observe. Injury participation forms are made available for students to complete during class observation time. Injured students will be marked 'INJ'.

Continued failure to attend a class or lateness at the start of a class can result in the termination of a student's course.

There are two types of absence – **Authorised** and **Unauthorised**.

AUTHORISED ABSENCE

is when the College has prior knowledge of a student's absence and has approved it. These are designed to be used minimally, respecting the fact that, as above, the College expects 100% attendance from all students unless illness, injury or other serious circumstances genuinely prevent this from happening. We accept that, in these circumstances, authorised absence will need to be sought, however we believe it is reasonable to limit these to 25 classes per term. If a student requests authorised absence for more than 25 classes in a single term, evidence will need to be provided and permission or may not be granted as a result. If

permission is not given, or no explanation is given as to why a student is absent, the absence becomes unauthorised (see below).

Students can request an authorised absence by

- an authorised absence form, available from Reception, at least one day before the absence; the form must be counter-signed at least one day in advance by the relevant Vice Principal or a member of staff from Betty Laine Management.
- logging their absence on the Registration App by 8.30.

There is no guarantee that in these circumstances authorisation will be granted; a final decision rests with the relevant Vice Principal and will be based on available evidence.

Top-up degree students do not need to seek authorised absence should they be unable to attend a Campus Study Day, but should instead communicate this to the Course Leader at the earliest opportunity. Continued failure to engage with degree tuition can result in the termination of a student's course.

Unauthorised absence is when

- a student is absent from class without reason and/or without the College's knowledge
- a student believes they have a legitimate reason for absence but has failed to notify the College
- a student is late for class and is excluded by the tutor.

Action taken by the College against unauthorised absence:

- Unauthorised absence will be treated as a disciplinary matter and continued unauthorised absence may result in the termination of a student's course.
- Unauthorised absences are monitored closely by the Principal, Vice Principals and Student Services and students who fall below the College's expectations will be required to attend a meeting to investigate the cause and discuss solutions.
- Formal, written, warnings will be issued to students who continue to absent themselves and will, ultimately, result in termination of their course.

STATEMENT ON INCONSISTENT ATTENDANCE AT SPECIFIC CLASSES

The training at Laine Theatre Arts demands consistent attendance across all genres and all lessons. Where subject teachers are concerned about a student repeatedly missing a particular class, a concern will be raised, and students who fall below the College's expectations will be required to attend a meeting with the relevant HoD or Vice-principal to investigate the cause and discuss solutions. Failure to comply with proposed solutions could result in a formal, written, warning being issued to students who continue to absent themselves and may, ultimately, result in the termination of their course.

Policy reviewed January 2024. Date of next review, January 2025