

# LAINE

THEATRE ARTS

ATTENDANCE AND ABSENCE  
POLICY  
2024-2025

## ATTENDANCE, ABSENCE AND LATENESS POLICY

This policy applies to all students studying on the Level 6 Trinity 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.

## ETHOS

Regular class attendance is a fundamental requirement of training at Laine Theatre Arts. The College requires consistent attendance across all genres and all lessons; every class you take is developmental, as skills are acquired step by step, and stage by stage over a period of time. Absence from just one class means it will be more challenging to keep abreast of your training. You should therefore consider each class as irreplaceable.

## REGULATIONS

*ALL students are subject to the following regulations:*

- All students must attend all classes on their schedule unless they have received authorisation from a Vice-principal or the Director of Studies to attend a rehearsal or audition. In the case of a serious personal issue, permission may also be sought from from the Head of Student Services (See 'Authorised absence', below).
- 100% attendance is expected from all students, but illness will be considered when monitoring attendance and deciding upon any disciplinary measures.
- Students will be regarded as absent from any class they do not attend, other than for professional purposes.
- 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. If a student is absent for 25 classes or more in a single term, attendance monitoring procedures will commence (see Appendix 1).
- A student arriving late at a class may be denied access by the teacher if the student's late arrival means they will be unable to benefit from the remainder of the class, or that participation would be unsafe.
- 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. These can either be downloaded from the student portal or obtained as a paper copy from the front office. Injured students will be marked 'INJ'.

**Students who persistently miss the same class, or whose overall percentage attendance falls below 85% will be subject to attendance monitoring procedures (see Appendix 1).**

## TYPES OF ABSENCE: REPORTED, AUTHORISED, AND UNAUTHORISED

### REPORTED ABSENCE

Students must report short-term, imminent absences on the attendance app: <https://student.lainetheatrearts.co.uk>. The earliest time at which a student can report a daily absence is

12.01 am on the day of absence. Reported absence covers illness, ('unwell'); medical appointments ('medical'); external auditions ('audition'); rehearsals ('rehearsal') professional work ('work'); and 'other.' Student must use the clarification box to give further details of the nature of their absence. Students who report an absence due to being unwell should be aware that they are required to remain absent for the entire day. If a student reports absence for more than 25 classes in a single term, attendance monitoring procedures will commence (see Appendix 1).

### **AUTHORISED ABSENCE**

This is a forward-planned absence request for something known about in advance, such as a wedding, funeral or graduation ceremony. You should collect and complete an authorised absence form from the general office and submit it to a Vice-principal or the Director of Studies for authorisation as soon as the requirement is known about.

### **UNAUTHORISED ABSENCE**

This occurs when:

- a student exceeds their 25 class allowance, or is absent for more than three classes of the same subject.
- 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.

**When unauthorised absence is incurred, attendance monitoring procedures will commence, (see Appendix 1), the ultimate consequence of which can be termination of training.**

### **ABSENCE ON THE TOP-UP DEGREE**

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.

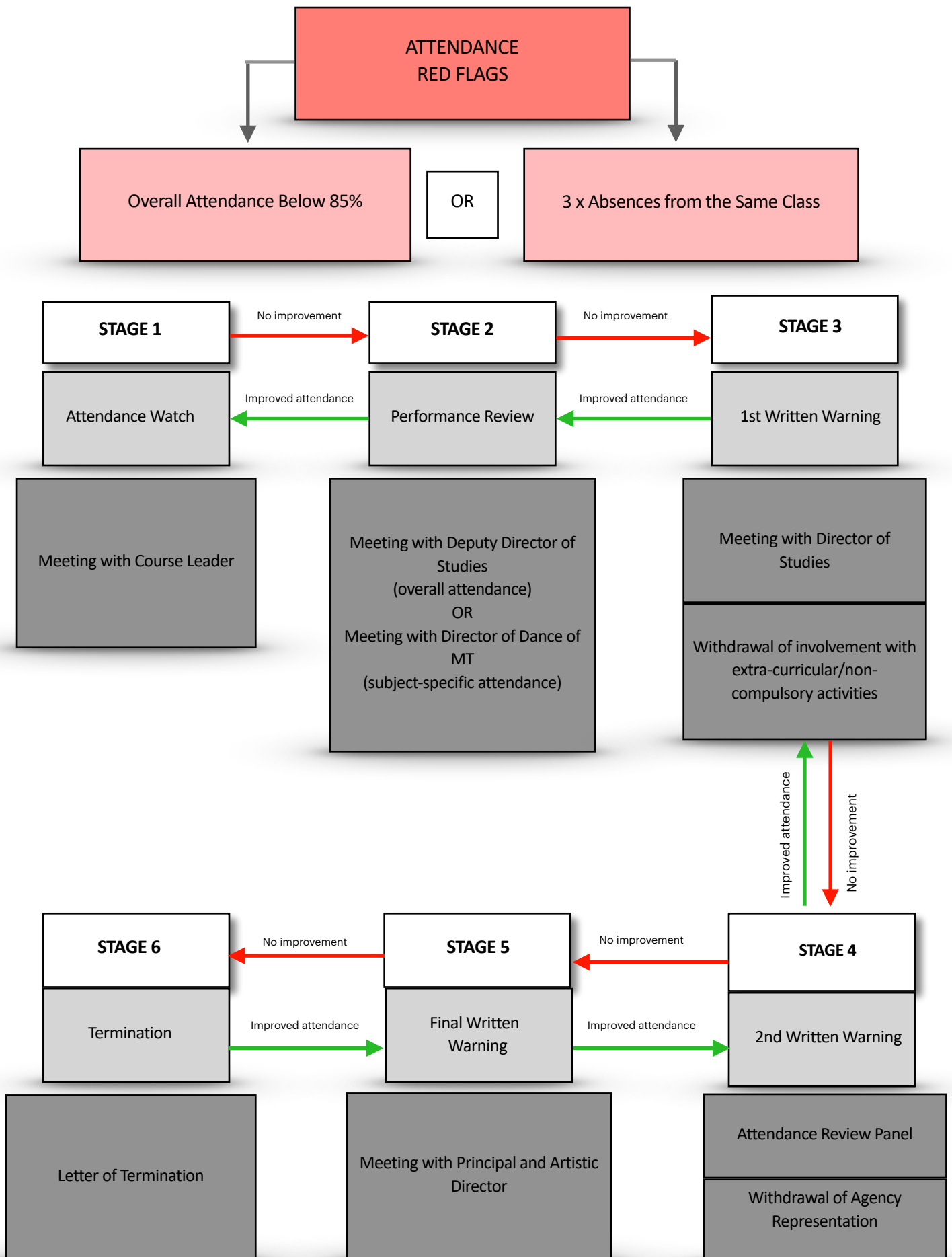
### **STATEMENT ON ABSENCE AND ASSESSMENT**

Where one-off occurrences have caused short-term absence which has prevented a student from preparing for/fulfilling an assessment, an Extenuating Circumstances Form should be completed. The link to this form can be found at the top of any assessment brief. Students will receive a response from the Deputy Director of Studies within 3 working days. Further information relating to assessment-related attendance issues can be found in the LTA Assessment Procedures document, located on the College website.

### **STATEMENT ON ABSENCE AND LONG-TERM ILLNESS**

Where ongoing attendance issues are connected to long-term concerns over a student's mental or physical health, the College's Fitness to Study Policy may be invoked. In this event, the procedures laid out in the Fitness to Study Policy will override this policy. A copy of the Fitness to Study Policy may be found on the College Website.

**APPENDIX 1 - ATTENDANCE MONITORING PROCEDURES**



Policy reviewed by Academic Board. Date for review: September 2027