

LAINE

THEATRE ARTS

Policies

Attendance and Engagement Monitoring Policy

ATTENDANCE AND ENGAGEMENT MONITORING POLICY

Including Show Term Professional Engagement Requirements

1. PURPOSE

Laine Theatre Arts is committed to providing an engaging, supportive and professionally focused learning environment in which students can achieve their full academic and artistic potential.

As a specialist performing arts conservatoire, practical training is cumulative in nature. Each class, rehearsal, practical workshop and ensemble activity builds upon previous learning. Consistent attendance is therefore essential for the safe and effective development of technical skills, artistic practice and the professional behaviours expected within the performing arts industry.

The College recognises that poor attendance or disengagement may indicate wider wellbeing, financial, medical, disability-related or personal circumstances. This policy promotes early intervention, seeking to identify and remove barriers to engagement while maintaining the professional standards expected of all students.

Attendance monitoring forms part of the College's commitment to student success, safeguarding, wellbeing and duty of care. Students are expected to take responsibility for their attendance, communication and engagement throughout their programme of study.

2. SCOPE

This policy applies to all students enrolled at Laine Theatre Arts and covers attendance and engagement at all compulsory learning and College activities, including:

- Practical classes
- Academic teaching, lectures and seminars
- Tutorials
- Rehearsals
- Weekly Cohort Check-ins
- Induction activities
- Combined classes
- Re-scheduled or replacement teaching
- Assessments and examinations
- Performance activities
- Industry activities organised by the College
- Any other compulsory learning activity

Section 12 of this policy sets out the additional arrangements that apply during Show Term and the Summer production period.

3. PRINCIPLES

The College believes that:

- Excellent attendance supports academic achievement, artistic development and professional readiness.
- Students have a responsibility to engage fully with every aspect of their programme.
- Attendance concerns should be identified and addressed at the earliest opportunity.
- Appropriate support should be offered before formal intervention wherever possible.
- Students are expected to engage positively with any agreed support.

- Attendance monitoring forms an important part of the College's safeguarding and wellbeing responsibilities.
- Attendance expectations reflect those of the professional performing arts industry, where reliability, punctuality, flexibility, communication and engagement are essential.

4. ATTENDANCE EXPECTATIONS

Students are expected to:

- Maintain a minimum attendance rate of 85% during each half term in Terms 1 and 2.
- Attend all compulsory timetabled activities.
- Attend induction sessions and weekly Cohort Check-ins.
- Attend combined, replacement or re-scheduled classes where required.
- Arrive punctually, appropriately dressed and prepared for learning.
- Attend all scheduled assessments unless formally authorised otherwise.
- Engage positively in every aspect of their programme.
- Remain available throughout designated reassessment and resit periods unless formally authorised otherwise.
- Maintain regular communication with the College regarding any circumstances affecting attendance or engagement.
- Follow the specific professional engagement requirements set out in Section 12 during Show Term.

Registers will be completed by the member of staff leading each session. Students are not permitted to record or amend their own attendance. Attendance records form part of the student's official College record.

Students should also be aware that sustained engagement with their programme forms part of the College's statutory monitoring responsibilities and may have implications under Student Finance England regulations and the conditions attached to external and internal awards or funding.

STUDENTS WITH INJURIES OR MEDICAL RESTRICTIONS

Students who are injured, recovering from illness or subject to temporary medical restrictions are still expected to attend all timetabled classes unless an approved Injury Management Plan (IMP), Wellbeing Plan, reasonable adjustment or other authorised College support plan specifically states that attendance is not required for particular sessions.

Where attendance is required but active participation is not appropriate, students will normally be recorded as Watching, recognising their continued engagement with teaching and learning. Students attending in a Watching capacity receive attendance credit for that session.

Failure to attend while injured, where attendance has not been formally excused through an approved College support plan, will normally be recorded as an Unauthorised Absence.

5. REPORTING AN ABSENCE

Students who are unable to attend College due to illness or unforeseen circumstances must notify the Reception and Student Administrator at Parkside no later than 8.00am on the day of absence.

Notification must be made by:

- Telephone
- Email

Messages sent only to teaching staff, other members of staff, fellow students or through social media will not be accepted as formal notification of absence.

Where appropriate, students may be required to provide supporting evidence, including medical certificates, hospital or clinical appointment letters, or other documentation reasonably requested by the College.

Failure to follow this procedure, including notification received after 8.00am without exceptional circumstances, may result in the absence being recorded as Unauthorised.

6. PLANNED ABSENCE

Requests for planned absence must be submitted by email to the Student Director at least one week in advance, wherever reasonably possible.

Approval of planned absence rests with the Student Director. Students must not assume permission has been granted until written confirmation has been received. Once approved, authorised absence will be reflected within the College attendance system.

Requests relating to assessments remain subject to the College's Academic Regulations and Extenuating Circumstances Policy. Approval under this policy does not automatically authorise absence from an assessment.

Where permission is not granted, students are expected to attend all scheduled activities.

6.1 AGENCY-CONFIRMED AUDITIONS, RECALLS AND PROFESSIONAL ENGAGEMENTS

Laine Theatre Arts supports auditions, recalls and professional engagements that are arranged or confirmed through the Laine Agency. These opportunities will be recorded as Approved Professional Engagements and will not be treated as ordinary student-led requests for planned absence.

For confirmed professional engagements, including pantomime and Christmas contracts, the Laine Agency will provide the relevant dates to the Reception and Student Administrator as early as possible. The Reception and Student Administrator will enter these dates directly into the College attendance system and notify relevant colleagues where appropriate.

For auditions and recalls known in advance, the Reception and Student Administrator will use the Agency's weekly schedule to update the attendance system for the following week. Students will not be required to submit an additional planned absence request where the opportunity has already been included within this schedule.

Where a student receives a short-notice audition or recall that has not been included within the weekly schedule, the student must notify the Reception and Student Administrator directly as soon as possible.

Auditions and recalls will normally be authorised for the full day to avoid unnecessary class-by-class administration. However, students are expected to return to College and resume their timetabled training as soon as reasonably practicable once the audition or recall has concluded.

The Reception and Student Administrator will:

- Record the relevant dates within the College attendance system as an Approved Professional Engagement.
- Notify relevant academic, programming and production colleagues where appropriate.
- Maintain an accurate record of the confirmed opportunity.
- Refer any uncertainty or exceptional circumstances to the Student Director.
- Students remain responsible for:
 - Reporting short-notice opportunities promptly and through the correct process.
 - Ensuring the Laine Agency is copied into any direct notification.
 - Checking that their absence has been recorded correctly.
 - Communicating with teaching staff regarding work or preparation missed.
 - Meeting all assessment requirements.
 - Returning to College as soon as reasonably practicable following an audition or recall.

Professional work undertaken independently and without confirmation from the Laine Agency will not normally be authorised under this process.

7. ATTENDANCE RECORDING AND CALCULATION

Attendance will be recorded by the member of staff leading each timetabled session. Registers form part of the student's official College record and are used to calculate attendance throughout Terms 1 and 2.

Attendance Status	Description	Counts Towards Attendance Percentage?
Present	Student attends and actively participates in the session.	Yes
Watching	Student attends but observes due to an approved IMP, Wellbeing Plan, medical restriction or agreed reasonable adjustment.	Yes
Late	Student arrives after the session has commenced. Persistent lateness will be monitored separately as a professional conduct concern.	Yes
Authorised Absence	Absence approved by the Student Director or supported through College procedures.	No - excluded
Approved Professional Engagement	Audition, recall or professional engagement confirmed through the Laine Agency and recorded by the Reception and Student Administrator.	No - excluded
Unauthorised Absence	Absence without notification, approval or sufficient evidence.	Recorded as an absence
Cancelled by the College	Session cancelled, postponed or withdrawn by the College.	No - excluded
Approved Intermission / Suspension	Approved intermission, suspension or other authorised study break.	No - excluded

During Show Term, registers continue to be maintained, but attendance is not calculated against the 85% half-term threshold. The specific purpose and expectations are explained in Section 12.

8. ATTENDANCE MONITORING

Attendance is monitored throughout the academic year and formally reviewed at the end of each half term during Terms 1 and 2. Students are expected to maintain a minimum attendance rate of 85% during each half term.

The College considers this threshold to represent the minimum level of engagement necessary to support:

- Academic progression
- Practical skills development
- Ensemble learning
- Professional behaviours and employability
- Student wellbeing
- Safe participation within vocational training

Attendance is considered alongside the student's overall engagement, including communication, punctuality, participation, Cohort Check-ins, wellbeing concerns, disability or medical circumstances, reasonable adjustments, Injury Management Plans, academic progress and engagement with agreed support.

Falling below the 85% threshold does not automatically result in disciplinary action. It will prompt a review of the student's individual circumstances to determine whether additional support or intervention is required.

9. ATTENDANCE INTERVENTION

The College adopts an early intervention approach to attendance concerns. Where attendance falls below expected levels, Student Services will work collaboratively with the student to identify barriers affecting engagement and determine appropriate support.

Support may include:

- Attendance Review Meetings
- Attendance Improvement Plans
- Student Services meetings
- Wellbeing support
- Financial guidance
- Reasonable Adjustments
- Injury Management support
- Referral through the Student Support and Intervention Framework
- Referral under the Fitness to Study Policy where appropriate
- Referral to external agencies where necessary

Students are expected to engage positively with any agreed support plan. Failure to engage with agreed interventions, continued poor attendance or ongoing non-engagement may result in formal action through the Student Support and Intervention Framework, Fitness to Study Policy, Academic Regulations, Student Disciplinary Procedures or another relevant College procedure.

Where appropriate, attendance concerns may also be managed as safeguarding concerns in accordance with the College Safeguarding Policy.

10. ATTENDANCE INTERVENTION MATRIX

Half-Term Attendance	College Response	Lead Responsibility
95-100%	Excellent attendance. Continue routine monitoring and recognise positive engagement.	Academic Staff
90-94%	Attendance monitored. Informal discussion where appropriate to encourage continued engagement.	Academic Staff
85-89%	Attendance concern identified. Student invited to discuss barriers and offered support through Student Services where required.	Student Services
Below 85%	Formal Attendance Review with the Student Director or nominated member of Student Services. An Attendance Improvement Plan will normally be implemented. Continued poor attendance or failure to engage may lead to escalation through relevant College procedures. Extended poor attendance or loss of contact may also be managed as a safeguarding concern.	Student Director

11. ROLES AND RESPONSIBILITIES

STUDENTS

- Attend all compulsory timetabled activities.
- Arrive punctually and prepared for learning.
- Report absences correctly and within the required timescales.
- Provide supporting evidence where requested.
- Maintain communication regarding circumstances affecting attendance.
- Engage positively with agreed support.
- Take responsibility for maintaining the expected attendance standard during Terms 1 and 2.
- Follow the Show Term requirements in Section 12.
- Notify the Reception and Student Administrator promptly of any short-notice audition or recall not already included within the Agency weekly schedule, copying the Laine Agency into the communication.

FACULTY

- Complete accurate registers for every teaching session.
- Record attendance promptly and consistently.
- Monitor attendance, punctuality and engagement.
- Raise concerns at the earliest opportunity.
- Refer students to Student Services where appropriate.
- Promote consistent expectations across all programmes.

STUDENT SERVICES

- Monitor attendance trends across the College.
- Identify students requiring support.
- Coordinate attendance interventions.
- Provide pastoral, wellbeing and practical support.
- Maintain accurate records of attendance interventions.
- Work collaboratively with academic staff to promote student engagement and success.
- Monitor Attendance Improvement Plans where implemented.

RECEPTION AND STUDENT ADMINISTRATOR

- Receive and record student absence notifications.
- Communicate absence information promptly to relevant departments.
- Maintain accurate attendance records within College systems.
- Support the Student Director with attendance reporting and monitoring.
- Receive the Agency's weekly schedule of auditions, recalls and professional engagements and update attendance records accordingly.
- Receive direct notifications from students regarding short-notice auditions and recalls, with Agency confirmation where required.
- Record confirmed opportunities as Approved Professional Engagements and communicate the dates to relevant colleagues.

STUDENT DIRECTOR

- Authorise planned absences.
- Oversee attendance monitoring across the College.
- Review trends and identify areas of concern.
- Manage formal Attendance Review meetings.
- Determine appropriate interventions where attendance becomes a significant concern.
- Ensure the fair, consistent and proportionate application of this policy.
- Work collaboratively with Academic Staff and Student Services to support student success.

12. SHOW TERM PROFESSIONAL ENGAGEMENT REQUIREMENTS

PURPOSE AND STATUS OF SHOW TERM

Show Term is the culmination of the academic year and is designed to reflect the expectations of working within the professional performing arts industry. It is not separate from a student's training. Students continue to develop their artistic, technical and professional skills through a combination of rehearsals, performances and taught classes.

During this period, the balance between teaching, rehearsals, performances and production activity may change. Rehearsal schedules, performance calls and teaching arrangements may also change at short notice to meet production requirements. Every element remains part of the programme of study.

The professional expectations regarding attendance, punctuality, communication and engagement remain unchanged throughout Show Term, even though the method of attendance monitoring differs from Terms 1 and 2.

SHOW TERM TIMETABLE AND TEACHING ARRANGEMENTS

The timetable during Show Term will not necessarily follow the same structure as Terms 1 and 2. The College may introduce a more generalised or revised timetable to accommodate rehearsals, performances and production activity.

Teaching may be delivered through revised timetables, combined classes, allocated groups, replacement classes or sign-up sessions where appropriate. The exact arrangements may vary between courses, year groups and productions and will be communicated by the College.

Where the College allocates students to particular classes, groups or teachers, students are expected to attend the class to which they have been allocated. Students must not move between groups, select an alternative teacher or attend a different session without prior approval.

Class allocations may be made alphabetically or through another fair and practical method determined by the relevant department. These arrangements are intended to ensure fairness, appropriate class sizes, consistent teaching provision and effective operation during the production period.

Students must check College communication systems regularly and seek clarification where they are unsure. They must not make assumptions about cancellations, allocations or permission to miss teaching.

PROFESSIONAL AVAILABILITY

Throughout Show Term, students are expected to:

- Remain available throughout the published Show Term.
- Arrange employment, holidays and personal commitments so they do not conflict with rehearsals, performances, teaching or any other compulsory College activity.
- Attend all rehearsals, performances and production calls as directed.
- Be prepared for changes to schedules where operationally necessary.
- Check College communication systems regularly throughout each day.

- Arrive punctually and fully prepared for every rehearsal, class and performance.

TEACHING AND PROFESSIONAL DEVELOPMENT

All teaching remains an essential part of the programme unless formally cancelled by the College. Students are expected to attend all scheduled or allocated classes whenever they are not required for an authorised rehearsal, performance or production activity.

Teaching during Show Term supports technical maintenance, physical conditioning, vocal health, artistic development, injury prevention, resilience and long-term employability. Choosing not to attend because of rehearsal commitments, fatigue, personal preference or a preference for another teacher is not acceptable unless authorised by the College.

Any time not spent in rehearsals, performances or timetabled teaching should be used appropriately to support professional development, including independent rehearsal, vocal care, physical preparation, academic study, performance reflection or other relevant activity.

ATTENDANCE AND REGISTRATION DURING SHOW TERM

During Show Term, attendance is not monitored against the formal 85% half-term threshold applied during Terms 1 and 2. Registers continue to be maintained primarily to:

- Ensure the safety and welfare of all students.
- Enable the College to know where students are during a complex rehearsal and performance period.
- Coordinate rehearsals, performances and teaching effectively.
- Monitor professional engagement and identify where additional support may be required.

Although the calculation method changes, the expectation to attend does not. Students remain responsible for attending all allocated teaching whenever they are not required for rehearsals, performances or another authorised College activity.

Students must not assume they have permission to miss a class, rehearsal, performance or call unless this has been formally communicated by the College.

PROFESSIONAL CONDUCT

Throughout Show Term, students are expected to:

- Demonstrate professionalism in all rehearsals, classes and performances.
- Treat fellow students, staff and visiting professionals with courtesy and respect.
- Respond flexibly and professionally to timetable, teaching-group and rehearsal changes.
- Communicate promptly if unable to attend because of illness or exceptional circumstances.
- Take responsibility for managing their timetable and knowing where they are expected to be throughout each day.
- Conduct themselves in a manner that reflects positively on themselves and the College.

HEALTH, WELLBEING AND SUPPORT

Students who experience difficulty affecting their engagement during Show Term should contact Student Services as early as possible so that appropriate advice and support can be offered.

The College remains committed to supporting student wellbeing throughout this demanding period. Seeking support is recognised as a professional responsibility and enables the College to work collaboratively with students to promote wellbeing, safe participation and successful engagement.

FAILURE TO MEET SHOW TERM EXPECTATIONS

Failure to meet the expectations in this section may result in the matter being considered under this policy, the Student Guide, Fitness to Study Policy, Student Support and Intervention Framework, Student Disciplinary Procedures or another relevant College procedure.

Where a student's attendance, communication, conduct or professional engagement raises significant concerns about their ability to participate safely, reliably or professionally, this may also be taken into account when determining continued participation in rehearsals or performances, alongside the College's duty of care to the wider company and production.

RELATED DOCUMENTS

- Student Guide
- Student Support and Intervention Framework
- Fitness to Study Policy
- Mental Health and Wellbeing Policy
- Disability and Reasonable Adjustments Policy
- Injury Management Procedures
- Safeguarding Policy
- Academic Regulations
- Extenuating Circumstances Policy
- Student Disciplinary Procedures

13. MONITORING AND REVIEW

This policy will be reviewed annually, or earlier where changes to legislation, Office for Students requirements, validating partner requirements or College procedures necessitate revision.

The Student Director is responsible for monitoring the effectiveness of this policy and making recommendations for amendment where appropriate.

The College reserves the right to amend this policy to ensure continued compliance with legislation, regulatory requirements and recognised good practice.

STUDENT DECLARATION

Attendance and Engagement Monitoring Policy

I confirm that I have read and understood the Attendance and Engagement Monitoring Policy, including the Show Term Professional Engagement Requirements in Section 12.

I understand and agree that:

- I am responsible for attending and engaging with all compulsory College activities.
- I must report absence correctly and by the required deadline.
- I must obtain written approval for planned absence and must not assume permission has been granted.
- I am expected to maintain at least 85% attendance during each half term in Terms 1 and 2.
- I must attend when injured unless an approved College plan specifically excuses attendance.
- During Show Term, the timetable and class arrangements may differ from Terms 1 and 2.
- I may be allocated to a particular class, group or teacher and must follow that allocation unless an alternative has been approved.
- I must attend all teaching, rehearsals, performances and production activity allocated by the College.
- Attendance monitoring during Show Term is primarily for health, safety, welfare, operational and professional engagement purposes, but the expectation to attend remains.
- I am expected to communicate promptly and engage positively with support where concerns arise.

I acknowledge that failure to meet these expectations may result in support, intervention or formal action under the relevant College policy or procedure.

Student Name	
Course / Year Group	
Student Signature	
Date	

This signed declaration should be retained as part of the student record.

COLLEGE RECORD COPY

Attendance and Engagement Monitoring Policy

The student named below confirms that they have received, read and understood the Attendance and Engagement Monitoring Policy, including the Show Term Professional Engagement Requirements and the expectations relating to attendance, communication, class allocation and professional conduct.

Student Name	
Course / Year Group	
Student Signature	
Date	
College Representative	
College Representative Signature	
Date Received	

College use: retain this page in accordance with the College's records management arrangements.

KEY DATA

Version:	1.0
Approved by:	Approved by Chair of Academic Board on 10 th August 2026.
Review Interval:	Annually
Last Review Date:	August 2026
Next Review Date:	July 2027