RAMBERT SCHOOL

Attendance Regulations and Continuous Assessment at Rambert School

Rambert School has for almost 100 years upheld an international reputation for delivering elite vocational dance training. Graduates' work is characterized by their individuality, creativity and artistic expression in addition to strong technical skills, and they can be found in all areas of the profession: as dancers, choreographers, teachers, academics and directors.

Arguably the equal emphasis upon training in ballet and contemporary dance is unique within the UK, and the curriculum is enriched by inputs from guest artists and choreographers from the profession. Students at the School work within a professionally-oriented environment, where the history of the art form is understood and respected, whilst its boundaries are examined and questioned**.**

Training to become a professional dancer requires a regular, intensive and rigorous programme of technical training, practice and physical fitness. Regular attendance in class is a key factor in student progression, in both physical and artistic terms. If students are absent, they break the patterns that are required within training, as well as being disruptive to both the teacher and the learning of others. The School strongly believes that all students must acquire the self-discipline required for prompt and regular attendance at all scheduled classes and effective use of private practice/study time, if they are to get the best from the training and move on to successful careers as professional dance artists.

Many students already have the necessary self-discipline when they enrol at the School, but others need an incentive. It will be apparent as each student progresses through the School how effectively they have managed to develop the crucial habit of self-discipline, and this will be reflected in assessment. Therefore, our degree programmes have an Attendance Policy to monitor levels of attendance, to engender a professional approach to learning, and to make clear the relationship between attendance and grades.

1. The Attendance Policy

A 100% Attendance rate is expected from Rambert School students on both the FD and BA (Hons) Degree courses, for the whole year.

Students must be present and on time at the beginning of all classes scheduled within their timetables unless the Principal, her Deputy or the Head of Student Support has authorized the absence.

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 travel disruptions. Therefore, the absolute minimum level of attendance required in order for a student to pass is 80%.

However, where a guest choreographer is creating work for students, or where there are rehearsals towards performance (for instance group repertory work), attendance of 100% is required. There is a 'zero tolerance' approach for these situations (see below in 'Production and Performance periods'.)

2. Illness, Injury and Personal Difficulties

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 that may be excused (e.g. for a bout of illness) and other absence which may be eligible for a concession. The Concession Procedures must be followed, in order for students' marks not to be affected**.**

The following circumstances count as 'excused' absence:

- **If the student is ill** – Periods of absence due to illness of less than 5 consecutive days will be considered as excused absence. In order for an excused absence to be granted, students must **ALWAYS** submit an Office 365 absence form by midday on each day of absence: any absences not submitted will be counted as **unexcused**. If a student becomes unwell during the day and has to leave the School they must still submit an Office 365 absence form.

- **If a student is ill and visits a doctor** they must provide evidence of this (e.g. an appointment card). This will allow absences due to illness to be taken into account should illness have an impact on assessment.

  For periods of absence due to illness of more than 5 consecutive days- as well as submitting the absence on Office 365, by midday on each day of absence, students will be required to provide evidence from a medical practitioner. This must be given to Jo Campey in the Admin Office immediately upon their return to School.

- **If students are under the supervision of STRU** – Staff are regularly updated regarding student injuries (see section on STRU below.)

- **If students have permission for absence from the Principal, her Deputy or the Head of Student Support** – e.g. for auditions, appointments, pastoral matters or other circumstances such as family events. Students must **ALWAYS** submit an Office 365 absence form by midday on the day of absence: any absences not submitted will be counted as **unexcused**. Authorisation must always be sought before any arrangements are made by the student, e.g. making travel arrangements for overseas auditions.

Absence for any other reason, where a student has not been in contact with the School, will be counted as unexcused.

An unexcused absence may be altered in one of the following ways:

- **If the student is injured**: the student's whereabouts will be tracked by STRU staff (see above)

- **If a student has personal difficulties** – They must agree a modification of their programme to ensure all absences are agreed and monitored by AB/MM. This may be through a Learning Agreement. Failure to do this will result in the absence being considered as unexcused.

3. STRU

The school provides in-house screening, treatment and rehabilitation (STRU) for students who sustain injuries. Students choosing the school's provision have access to STRU in one of four ways. Either, they subscribe to a self-referral, first-come-first-served appointment request sheet; a daily open clinic; or Teacher referral. There is also the possibility of students being referred by STRU itself in the triaging and screening process. Thus, it allows for impromptu daily trauma consultations, as well as less urgent needs.

Once a student is in the system, consultations, treatment and monitoring are ongoing until there is a mutual resolution or re-integration back into training. This progressive gradual process involves rehab evaluation, feedback during their class continual assessment and clinical assessments.

Students may choose to go with outside therapists if they wish: however in this instance, STRU does not take responsibility for the student's care, management of the injury or re-introduction into physical activity. It is the student's responsibility to inform STRU of their condition, its progress and any advice that is prescribed. This must be corroborated in writing by their therapist.

Reports to staff are made formally by STRU during student-centered staff meetings fortnightly. Furthermore, STRU is available to all staff at any time to elucidate, elaborate, discuss on any student, their injury or progress.

It is part of the daily culture of the school to keep staff continually informed on what is happening with students and their dancing. Thus staff are aware of students who are working with injuries, and this is taken into consideration within the assessment process.

4. The Effect of Absence on Grades

- Students with an attendance rate of more than 80% will receive grades through the normal assessment procedures. This stipulation applies to ALL modules which have continuously assessed elements, that is, all of the following:-

  1st Year Foundation Degree

RA 1001(Ballet), RA 1002 (Contemporary Dance), RA1008 (Choreography & Performance Practice), RA 1005 (Ballet) and RA 1006 (Contemporary Dance.)

2nd Year Foundation Degree
RA 2001(Ballet), RA 2002 (Contemporary Dance), RA2008 (Choreography & Performance Practice), RA 2005 (Ballet) and RA 2006 (Contemporary Dance.)

3rd Year BA (Hons)
RA 3002 (Ballet), RA 3003 (Contemporary Dance), RA 3004 (Ballet) and RA 3005 (Contemporary Dance.)

- Students with an attendance rate of less than 80% (due to unexcused absences) for modules in the above list will be awarded a '0' (Fail) grade for the semester for the continuous assessment part of that module.

- Continuous assessment makes up 60% of the overall mark in ballet, with 20% awarded to the assessment class, and 20% for the solo. In contemporary technique, the continuous mark is worth 80% of the overall mark, and the assessment class 20% (except in the BA Hons year which is weighted as for ballet.)

  Therefore a '0' Fail grade will mean the student fails the module overall.

- In order to be considered for progression to the next year of the programme, students must not receive a fail mark due to attendance for more than one semester.

- Consistent poor attendance without circumstances which have been approved through Concessions Procedures (as detailed below) may result in a decision for the student not to progress to the next stage.

- Production and Performance periods require a 100% attendance rate in order to pass.

  The key annual Production and Performance periods are:
  <u>End of Spring-term Repertory Shows</u> –
  The preceding 4 working weeks
  (Monday to Friday and possible weekend work)

  <u>All other shows, internal and external, incl. Student Choreography Shows</u> –
  The preceding 2 working weeks
  (Monday to Friday and possible weekend work)

  The following circumstances also require 100% attendance in order to pass:-

  - Where a guest choreographer is creating a work
  - Where a repertory project is being staged for performance

- Where rehearsals are taking place for School performances (including student choreographic performances)

In the above cases, any absence **MUST** be 'excused' (see 2 above for acceptable reasons for excused absence). Students with an Attendance rate of less than 100% due to unexcused absences for these modules will be awarded a '0' (Fail) mark for that module.

The Production and Performance periods are also detailed in the **RAMBERT SCHOOL PERFORMANCE COMPANY (RSPC) AGREEMENT** that all third year students **MUST** sign upon registration for the third year.
Please note, students may have up to two re-sit attempts at a failed module.

5. Consideration of Concessions

Attendance rates of each student, and the subsequent effects on their marks, will be considered at the Student Matters Staff Meeting (once a fortnight), Student Progress Meetings (once each semester) and finally at Concessions Panel meetings (at the end of year) and at the Examination Board which follows the end of the academic year.

Any student wishing to mitigate poor attendance through the concessions procedure must submit a completed Concessions Form, available on Office 365. The Concessions Committee and Board of Examiners will be made aware of all such applications for concessionary mitigation.

6. International Students and Tier 4 visa requirements

As a Tier 4 Sponsor, the School must comply with the Immigration Rules and guidance published by the Home Office. One of our sponsor duties is to monitor attendance and act accordingly if a student misses 10 consecutive expected contact points or is not engaging with their study. All classes, lectures, rehearsals and tutorials are expected contact points.

The attendance levels of students from overseas who hold a Tier 4 student visa will therefore be closely monitored, in accordance with Home Office regulations and demonstrating a good attendance record is particularly important for those overseas students in possession of a Tier 4 student visa.

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