



Attendance Regulations and Continuous Assessment at Rambert School

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.

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.

The Attendance Policy

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

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 Admissions, Registry & Student Support has authorized the absence.

The Attendance Policy recognises that students may sustain injury, become ill, or may have personal difficulties that mean they cannot attend, or can only partially complete a class or students may occasionally be late in the morning, due to travel disruptions. Therefore the minimum level of attendance required is 80%. If during the time of a pandemic and students who are required to self isolate /quarantine because of restrictions in place the student will be marked on the registers accordingly and this will not affect their overall attendance.

During 3rd Year (the BA (Hons) top up year), students may be given permission by the School for absence, either to attend auditions or to take part in professional projects external to the School on placement. Year 1 and Year 2 FD students are generally not given permission to take part in any

projects outside of School except in exceptional circumstances, and always at the discretion of the Principal and Deputy Principal.

Where a student calls in unwell in the morning, it is assumed they will be absent for the entire day. Students may not participate in evening rehearsals if they have not taken class during the day. In the case of late trains/buses/ medical appointments/waiting in for tradesmen, students should let school know of lateness via Teams. Students may join class after getting permission by staff.

Absence is recorded in the attendance registers by the Head of Admissions, Registry and Student Support and her Assistant using the following key:

Authorised Absence

Injury (I); illness (U= unwell) appointment or personal issues (Ex= excused); AA (authorised absence for audition or external project.)

Unauthorised Absence

Absent (A)

Watching

Students whom are in school but not able to dance, but are not identified as injured by STRU will be marked as W (watching)

In attendance monitoring for assessment: once authorised absence is discounted, the minimum level of attendance required in order for a student to pass is 80%.

For 3rd years 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 generally required. There is a 'zero tolerance' approach for these situations (see below in 'Production and Performance periods'.)

Students must take class on the day of rehearsal or performance.

Procedures for absence reporting:

- **If the student is ill** – Periods of absence due to illness of less than 5 consecutive days will be recorded as 'U' in the register. Students must inform of their absence via Teams or by phone, and must **ALWAYS** submit an Office 365 absence form by midday on each day of absence: any absences not submitted will be counted as unauthorised and marked with an **A (Absent) on the registers**. 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).
- **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 Judy Bowden in the Admin Office immediately upon their return to School.
- **Where students are injured they will be 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 Admissions, Registry & Student Support** – e.g. for auditions (authorised absence ‘AA’) OR appointments, pastoral matters or other circumstances such as family events (excused ‘Ex’). Students must **ALWAYS** submit an Office 365 absence form by midday on the day of absence: any absences not submitted will be counted as **unauthorised** and marked with an **A (Absent) on the registers**. 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 unauthorised and marked with an A (Absent) on the registers.

An unexcused absence (A) 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)
- **Where a student has personal difficulties** –A modification of their programme will be agreed and monitored by AB/JB. This may be through a Support Through Studies Agreement. Failure to do this may result in the absence being considered as unexcused.

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 in STRU’s 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.

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)

RA3001 Special Project, 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 unauthorised absences (A)) for modules in the above list will be awarded a 'O' (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 'O' Fail grade in the continuous assessment element will mean the student fails the module overall.

- 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 of the programme.

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.

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 (held every 3 weeks during term time), Learning and Teaching Committee Meetings (four times per year), 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. Overseas Students and Student visa requirements

As a Student Sponsor, the School must comply with the UKVI Guidance for employers and educators and guidance published by the Home Office. One of our key 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 student visa is therefore 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 student visa. **Please note that UKVI guidance states that “where an overseas students attendance falls below 70% for three consecutive months , the sponsor must withdraw sponsorship due to lack of academic engagement unless there are exceptional and evidenced reasons for the non-attendance (e.g illness)”**