

London Contemporary Dance School (The Place)

Undergraduate Attendance Policy 2023-24

Name of Policy Writer	Lead Post Holder	Date approved	Approved by	Review Date
A Helsby	Director of Registry and Student Wellbeing	Sep 2023	Academic Board	Jun 2024

London Contemporary Dance School (LCDS) has a high number of contact hours and a physically and cognitively demanding curriculum. To take full advantage of the learning and teaching opportunities available to you and to gain the greatest benefit from the course, all students are expected to attend all timetabled sessions - including lectures, seminars, group and individual tutorials, learning support sessions, workshops, inductions and demonstrations, - and to use the self-directed time that is allocated to their units.

UK based students who receive public funds in the form of tuition fee loans, are expected to successfully complete your programme of study and take up employment to meet the repayments of your loan.

In the case of overseas students who have Student Visa status, we are required by law to notify UK Visas and Immigration (UKVI) if attendance drops below a certain level (10 consecutive days without notification to the school), and your visa to study in the UK may be revoked. Please see The Student Visa Responsibilities and Requirements document.

However, London Contemporary Dance School acknowledges that not all students will be able to meet this high attendance requirement all the time due to a range of factors. This attendance policy lays out how to get the best out of your course and the support structures available to you, should you struggle to fully engage.

There is a flow chart at the end of this document which outlines the policy.

1. Attendance and Engagement

Consistent engagement will develop your understanding of how to work to your full potential as a dance artist; developing your dance skills and fitness levels and decreasing risk of injury. It will help you understand the different areas of study and how they relate to each other, physically, cognitively and psychologically appreciate the periodisation of your course, and to develop your ability to progress into a professional career.

Much of the work at LCDS is about collaboration. Developing collaborative skills is an essential part of becoming a successful dance artist. You will be relied upon by others in group work, asked to support your peers, and develop your peer-to-peer feedback skills. Having a consistent attendance, where possible, allows you to nurture these important skills.

The holistic nature of the UAL assessments means that your grade will be impacted if the content and learning in your submission is not supported by your attendance and engagement throughout the unit. Low attendance and engagement will undermine your ability to demonstrate your embodied knowledge as required in the assessment criteria.

Disabled Students who have a Learning Agreement may have Reasonable Adjustments to their attendance requirements, including the removal of some classes from their timetable. A range of disabilities can affect your capacity to attend classes, including mental health conditions, neurological conditions or physical impairment. There may also be short-term instances where you are injured and follow a modified timetabled, created in collaboration with the Head of Dance Science.

It is important that these changes to timetable requirements are discussed with the relevant member of the Student Support Team and authorised by the Director of Registry and Well-

being at the earliest opportunity after enrolment. There will be regular opportunities to discuss the impact, development or changes in your disabilities during your studies.

Students are expected to arrange part-time work commitments around their timetable. If you need to work a high number of hours, which then impact your studies, you should seek the support of the Student Fund and speak to the Director of Registry and Student Well-Being.

If at any point you start to struggle with your attendance, please communicate this with a member of the Student Support Team or your Year Group Coordinator so that LCDS can support you.

2. Time Keeping

LCDS expects that classes start on time. Registers will be taken at the class start time and should you arrive after this time it will be classed as late.

LCDS expects you to be on time for your lectures, whether these are practical studio-based classes or lecture/seminar type classes. This is both for your physical health and safety and out of respect towards your teachers and peers.

Should you be late to a class, this will be recorded as "Late", and if lateness persists the school will follow the same procedure as for unreported absences (see *Managing your Absences* below). Depending on the type of class, you may be asked to watch the remainder of the class rather than take part.

If you are late to a class for reasons outside your control (such as travel issues), please enter the class and inform the teacher at the relevant moment of the reason for your late arrival.

If you are 5-15 mins, participation will be at teachers discretion for all practical classes. This will be dependent on the type of class and Health & Safety considerations for joining late.

If you are more than 15 mins late for a practical class due to your health and safety you will need to watch the class.

If know you will be late e.g. counselling/physical support appointment, please inform your teacher in advance. This can be done by contacting your Unit Leader.

If you wish to speak to your teacher please find an appropriate time to do this, they might not be able to speak to directly before or after the class.

3. Leaving Classes

On occasion you may need to leave class, either to go to the toilet or fill up your water bottle. You do not need to ask the teacher to do this, but take responsibility and leave at a moment that will not interrupt the class.

If you are going to leave the class and not return, please inform the teacher that you will not be returning.

If you have written into your Learning Agreement or Reasonable Adjustment plan that you might need to leave the class, then you may do so without informing the teacher. This will be indicated on the registers.

4. London Contemporary Dance School Responsibility for Monitoring Attendance

LCDS has a responsibility to comply with health and safety legislation to ensure the safety of all those who use the building. We must have accurate attendance records to be able to report who is in the building in case of a fire or other incidents where emergency services may be involved. It is your responsibility to let the School Office know if you will not be in the building on a given day during a time we would normally expect you to attend a timetabled class.

3. Managing Your Absences

London Contemporary Dance School acknowledge that there will be occasions when you are unable to attend all timetabled sessions. This may be due to injury, mental health issues, an unexpected illness, or an event occurring at a critical assessment point (such as a bereavement), which impacts your capacity to attend. During such times, staff will follow the Extenuating Circumstance procedures to allow consideration to ensure that you are not disadvantaged. You may be asked to supply evidence supporting your absence. For more information, please see the [Extenuating Circumstance procedures](#). You can also request tutorials from faculty via your unit leaders to discuss any work you may have missed.

If you are aware of a future event (i.e., an audition or work experience) that will result in you being absent, you must request time off in advance, via the [Request to be Absent Form](#). The Director of Registry and Student Well-Being will then consider the request.

All unplanned 'on-the-day' absences (i.e., sickness) must be reported to the School Office by 8.45am on the day of your absence by emailing absencereport@theplace.org.uk. Failure to report your absence will result in it being recorded as unreported. Please see the flow chart below to see the procedures for managing unreported absences. In all instances, LCDS will endeavour to support you to attend and engage with your course. More information on how to report and request absences can be found in the [Attendance Procedures](#) on Google Classrooms.

If you are regularly absent from timetabled sessions, even if you are reporting these absences, you will be contacted by your Unit Leader or Year Group Coordinator and offered the opportunity to discuss any difficulties that might be affecting your attendance and how LCDS might help you engage more fully with the course. Depending on the outcome of this meeting, you may be referred to the Student Support Team or asked to attend a meeting with the Director of Registry and Student Well-Being and/or the Director of Undergraduate Courses and International Development.

LCDS holds an Attendance and Extenuating Circumstances Meeting every term to ensure that all students are striving for full attendance and engagement and that unreported absence does not occur without being followed up on.

Students who have prolonged absence or low attendance (6 weeks or more), either through injury or other reasons, will be required to meet with the Head of Dance Science to discuss a gradual return to physical classes, and to develop a return-to-study plan with the Strength and Conditioning Coach. This is done for your own safety and to prevent injury.

Where a prolonged absence/low attendance is related to a mental health concern, students will be required to meet with one of the Mental Health Advisors to develop a return to study

plan and discuss any reasonable adjustments or timetable changes to be made upon your return to study. This is to ensure that you are fully supported upon returning, and that going forward your mental wellbeing can continue to be maintained.

4. Repeated Absence Which Is Not Accounted for

Where attempts have been made to help you better manage your attendance, such as supporting you through the Student Support Team, making Reasonable Adjustments in a Learning Agreement or support from your Unit Leader /Year Group Coordinator, you will be referred onto the Health, Well-Being and Support for Study Stage 1. The individual circumstances of each case will be considered, but if there is no improvement in your attendance, your case will be taken to the Senior Management Team meeting and escalated to Health, Well-Being and Support for Study Stage 2. This places your visa or student loan at risk of being revoked, and you could be withdrawn from the course. Please refer to the flow chart below for more information.

5. Impact of Repeated Absences

As students training to be Dance Artists, we recognise the importance of attending classes, not only for your own physical and cognitive development but your responsibility to your peers, and development of your professional practice. As such, if we feel that your absences are affecting your development, we will prioritise those students who are engaging consistently with their course for any performance or extra-curricular opportunities such as Idea in Action, Student Performance Platform or outside opportunities. We will also consider the Health and Safety of any student who would like to participate in these activities and has not been attending to decide whether you are ready to perform at the standard we would expect from an LCDS student.

6. Missing Student

Where the continued absence of a student remains unaccounted for e.g. they have not been in attendance for 5 days and no absence report has been made and/or there are concerns for the student's health and well-being, an investigation will be conducted by the Student Support Team to establish the level of risk to the missing student.

The Student Support Team will consider the following factors:

- known mental health conditions
- potential risk of suicide/suicidal ideation
- ongoing and/or significant injury
- known medical condition which could be life-threatening
- whether or not the student has a known disability
- whether or not to contact the student's Trusted Emergency Contact

Any investigation will be thorough and sensitively handled, with due regard to confidentiality and disclosure. Sensitive data will not be shared to colleagues without justified reason, and not without seeking a student's consent, unless there is a risk of harm to the student or another individual. Any students who accesses Well-Being support will be asked to sign the Consent to Share form. The Student Support Team will report directly to the Senior Management Team,

who on reviewing the evidence may report the missing student to their Trusted Emergency Contact and the Police.

7. Self-Isolation absences

Should you need to self-isolate due to a transmissible disease such as a positive Covid-19 test, gastroenteritis or Mpox, your attendance for classes will not be affected, but you will need to report your absences to the School Office as normal. Should this happen at an assessment point and affect your ability to submit your work, you will need to refer to the extenuating circumstance procedures.

