

# ITALIA CONTI

## Attendance Policy

### FE / HE

#### Approval and Review:

Approved by Senior Leadership Team	01.09.2022
Reviewed by	Head of Quality Assurance
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# Italia Conti

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## 1. Introduction

- 1.1 This policy is applicable to all of Italia Conti's vocational training courses (higher and further education provision).
- 1.2 **Section A** of this policy outlines the attendance requirements and procedure of absences for each student attending the BA (Hons) Acting, BA (Hons) Dance, BA (Hons) Musical Theatre, Cert HE Introduction to Acting, Cert HE Musical Theatre Performance, the Trinity Level 6 Professional Diplomas in Musical Theatre and Dance.
- 1.3 **Section B** of this policy outlines the engagement requirements and monitoring for the students on the distance learning BA (Hons) Professional Arts Practice (Top Up).

## 2. Key Principles

- 2.1 Timely and full attendance is expected from all Italia Conti students. The *Student Code of Conduct* for each course set out the expected standards of attendance and make it clear that lateness is not permitted, and that unauthorised lateness or absence constitute misconduct (a disciplinary offence).
- 2.2 Students are active participants in the learning experience, and as such, must show responsibility for achieving their potential through successful completion of each stage of their studies. The student is responsible for adhering to their schedule. Frequent absence from lessons will affect the long-term morale and achievement of the learner.
- 2.3 Regular attendance and academic achievement are closely linked. Students who regularly attend classes are more likely to enjoy a rewarding experience in which core skills and abilities are developed.

## Section A: Onsite Delivery

### 3. Attendance Regulations

- 3.1 Attendance requirements are clearly set out in writing in this policy and in the *Student Code of Conduct*, which is available in the *Student Handbook*. Attendance regulations for each course are discussed with students in induction.
- 3.2 All students are required to sign the *Student Code of Conduct* annually to indicate their understanding and commitment to attendance and conduct within their course.
- 3.3 Students at Italia Conti are expected to attend **all** (100%) classes.
- 3.4 All students must ensure a minimum of 90% attendance throughout their programme of study, in order to progress through each level of the programme.

3.5 Students who fall below 90% attendance without prior permission or mitigating circumstances will face disciplinary proceedings, and may be referred to the Support through Studies (Fitness to Train) process. Poor attendance may have an impact on assessment outcomes resulting in repeating a year of study or termination of studies.

3.6 Students who take time off without permission (unauthorised absence) will be subject to disciplinary procedures. Continued poor attendance could result in failure to move to the next level or to the termination of studies.

3.7 There are three attendance categories:

- Present
- Unauthorised absence (Absent)
- Authorised Absence (Absent with Permission e.g. Urgent Personal Business)

## 4. Attendance monitoring

4.1 Attendance is monitored through class registers taken by the tutor at the beginning of the class. Students must be on time and with the correct kit and equipment before the register is taken to be recorded as present. If a student is not recorded on the class register, they will be marked as absent without permission (unauthorised absence).

4.2 If a student is injured and unable to participate in a practical session (e.g., dance), they must request permission to observe from the class tutor or the Course Coordinator (acting students). For Musical Theatre students, a permission slip should be obtained from Welfare, so that injuries can also be monitored.

4.3 A central record of attendance is maintained on the Prosolution™ MIS system and monitored on a regular basis by course teams and the Quality Assurance team through the attendance monitoring procedure.

## 5. Unauthorised absence

5.1 A student is deemed absent when they are unavailable to attend class and such time off was not scheduled/approved in advance.

5.2 Students should only be absent from classes for genuine and unavoidable reasons. If a student is aware of forthcoming planned day(s) of absence(s) they should seek approval in advance. Each application is assessed on a case-by-case basis (see UPB section below).

5.3 Students who have not been granted permission for an absence in advance are responsible for informing Reception by 08.55am when ill health or other reasons prevent them from attending scheduled sessions. Contact should be made by phone: sending an email or a message via another student is not acceptable.

5.4 Students should arrive in time for classes and be fully prepared to begin the class at the scheduled time. They should remain for the duration of the teaching session.

5.5 In accordance with UK immigration law, a report will be made to UK Visas and Immigration, if an international student holding a student visa is absent from the Italia Conti for more than 10 working days without authorisation.

5.6 FE students in receipt of DaDA awards or bursaries should be aware that poor attendance could affect their entitlement to their financial award.

## 6. Authorised Absence: Urgent Personal Business (UPBs)

6.1 If a student needs to be absent from college, for any reason, they must get permission beforehand via the relevant Course Coordinator/Course Administrator only, using the UPB (Urgent Personal Business) form, providing supporting evidence where possible. This should be actioned in advance of the intended absence. In extreme cases of short notice, however, students may email the Course Coordinator/Course Administrator with the details to be received at the very latest the morning of the absence.

6.2 All UPBs should be requested at the earliest possible point and will be considered at the discretion of the Course Coordinator/Course Administrator. The following are examples of UPBs:

- Serious illness or death of a close relative or friend
- Problems with the Home Office regarding immigration status
- Acute medical situations requiring immediate attention.

6.3 The following members of staff can authorise UPBs: Year Tutor, Welfare, Head of Student Services, Course Leaders.

They can:

- authorise the absence
- decline the absence
- request further information; or
- request a meeting.

6.4 Once permission for the absence has been granted, the attendance register will be updated, and the student record will be recorded as authorised absence by a Course Administrator. The person authorising the absence will confirm the authorisation using the 'change request' function on the Prosolution™ system, so that the attendance register can be updated, and the student record will be recorded as authorised

absence.

For periods of absence of longer than three consecutive days relevant documentation must be submitted to the Courses Administrator / Attendance Officer on the first day of the student's return.

## 7 Illness

7.1 In the case of illness, students must contact Reception before 08:55 am on each day of absence. Messages cannot be sent via other students or by email or social media; students must phone in and speak to or leave a message on the answer

Students should phone their relevant Course Administrator. Voicemail messages must include first name, surname, year of study and the reason for absence. All absences will be followed up by the Attendance Officer.

7.2 **Contact details for Course Administrators are as follows:**

(01483) 322220

## 8 Late Students

8.1 Students should arrive in time for classes with the correct kit/equipment and be fully prepared to begin the class at the scheduled time. They should remain for the duration of the teaching session.

8.2 Students are not permitted to enter any class late and once the register has been taken; they will be marked as absent without permission.

The exceptions to this are:

- designated rehearsal and / or acting sessions, when it is at the individual director's discretion as to whether a student may participate
- an authorised session conflict, such as a scheduled SEN session or 1-1 singing lesson, evidenced by a date stamped UPB session conflict slip.

8.3 Late arrival or early departure from, teaching sessions without legitimate reason is disruptive, discourteous, unprofessional, and unfair to other class members and tutors. and may result in disciplinary procedures. Missing the warm-up for practical activities may also constitute a health and safety risk.

8.4 Any student who is late for their first class of the day, for any reason, must phone Reception and explain the reason for their lateness.

8.5 If a student receives three 'lates' in a single term, they will be issued an Informal Warning for unprofessional conduct, in line with the Italia Conti's *Disciplinary Policy*.

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Students who continue to be late or miss classes will face disciplinary procedures in line with the *Disciplinary Policy* may result in suspension pending a disciplinary hearing.

8.6 Lateness will affect both a student's attendance profile (for assessment and progression purposes).

8.7 There may be some circumstances in which the door will be 'held' and 'lates' do not apply for that session. For example, if a significant percentage of the student or staff body is affected by significant delays. All 'lates' and 'held doors' are determined only by the office and any final decision is at the discretion of the Course Leader/ Operations Manager / Duty Manager.

8.8 Being elsewhere in the building and losing track of time is not a valid excuse and is deemed as "internal truancy" and will be dealt with accordingly by the Course Leader.

## 9 Entering and leaving the premises

9.1 Italia Conti operates an electronic entry/exit system to monitor who is in the buildings for health and safety purposes and in case of fire or emergency evacuation.

9.2 If a student falls ill, is injured, or suffers an emergency whilst at the college, and this requires them to either miss a class or leave early, they must get permission from a member of the Welfare team, who will notify Reception and the Attendance Officer, who will then authorise the absence.

9.3 In the absence of a member of the Welfare Team, the Duty Manager may also grant permission.

9.4 If a student is sufficiently unwell to be able to attend to attend their first session of the day, then they are expected stay off college for the remainder of the day so that they recover.

## Section B: BA (Hons) Professional Arts Practice (Top Up)

### 10 Key Principles: Distance Learning students

10.1 Students are active participants in the learning experience, and as such, must show responsibility for achieving their potential through successful completion of each stage of their studies. The student is responsible for adhering to their schedule.

10.2 Regular engagement and academic achievement are closely linked. Students who regularly engage are more likely to enjoy a rewarding experience in which core skills and abilities are developed.

10.3 Attendance requirements are clearly set out in writing in the *Student Code of Conduct*, which is available in the *Student Handbook* and Lateness/Absence regulations for each course and discussed with students in induction.

## 11 Attendance and Engagement regulations (Distance Learning):

11.1 Italia Conti will monitor students' engagement with their distance learning course throughout the duration of their course.

11.2 Attendance and engagement requirements are clearly set out in writing in this policy and in the *Student Code of Conduct*, which is available in the *Student Handbook*. Attendance and engagements regulations are discussed with students in induction.

11.3 All students are required to sign the *Student Code of Conduct* annually to indicate their understanding and commitment to attendance, engagement and conduct within their course.

11.4 Students who do not fulfil the required amount of study/learning time per module or miss deadlines without permission, may be subject to disciplinary action, which may result in the termination of studies.

11.5 Students are responsible for informing their Module Leader when ill health or other legitimate reasons prevent them from engaging with scheduled and designated study hours and activities.

11.6 Distance learning students are expected to demonstrate full commitment to their studies and to demonstrate this through their level of engagement. Engagement time is monitored online, and students are expected to:

- make good use of the wide range of resources and opportunities available.
- engage with **all** sessions and / or learning opportunities, that are scheduled as necessary, whether face to face or through engagement with recorded sessions and material, in order to achieve the learning outcomes of their course.
- log on in good time for any live online sessions (where required), stay online for the entirety of the session, and participate fully.
- complete and submit all coursework on time as set for their course.

## 12 Monitoring

12.1 Engagement will be monitored on a rolling basis throughout the academic year through students' log in and online access data and activity, for example, via



Moodle™ and Athens™, including the length of time engaged with on-line activities and accessed resources, and through the student's progress through the module milestone points.

- 12.2 For distance learning courses, every individual material item has restricted access until the previous item is completed, and every submodule is restricted until the previous submodule is completed. Module leaders will be able to monitor student progress through modules through the green light tick box system, which is activated once a module is completed.
- 12.3 If a student is unwell and unable to participate in a session or a timebound asynchronous activity, they must notify the Course Leader as soon as possible.
- 12.4 Italia Conti will review this data on a regular basis and will contact students should we identify a pattern of poor engagement.
- 12.5 Lack of engagement with scheduled sessions and online resources or repeated non-engagement may lead to disciplinary procedures and risk students being withdrawn from their course of study.

## 13 Urgent Personal Business (UPBs)

The Course Leader may grant compassionate leave on the following grounds, provided a student communicates the problem at the earliest possible point:

- serious illness or death of a close relative or friend;
- problems with the Home Office regarding immigration status;
- acute medical situations requiring immediate attention.

This is not an exhaustive list. All other personal business must be negotiated in advance with the Course Leader using a UPB request form.

## 14. Links to other policies:

This policy links to:

Attendance Monitoring Procedure;  
Children Missing from Education (FE students 16-18);  
Disciplinary Policy;  
Equal Opportunities Policy  
Intermittence procedures of the relevant awarding organisation  
Safeguarding Policy;  
Student Code of Conduct;  
Support through Studies Policy.

## Appendix A: Register Codes

Code	Definition	Scenario
/	Present	Student is present
N	Not present	Student is absent
L	Late	Student arrives late
P	Present but not participating	Authorised session conflict, e.g., SEN or 1-1 singing lesson; observing a session due to injury

## COVID- 19 related register marks:

Code	Definition	Scenario
X	Not required to be in college	Covid related self-isolation / Not required to attend
B	Off-site educational activity	Present (Dual delivery and online learning)

## Authorised absence drop down codes (admin and tracking use only)

Code	Definition	Scenario
C	Authorised Absence	Student has permission to be absent (e.g., UPB)
I	Illness	College has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
J	Job / Professional Work	Student is working professionally at an audition / interview, or is on a work experience placement
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the college (e.g., Cert HE progression auditions)

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## Administrative codes – for reference

Note: these are disabled for standard register users, but staff may see them appear on a register.

Code	Definition	Scenario
W	Withdrawn	Student is withdrawn from their course of study
T	Transferred	Student has been transferred from one group to another
Y	Unable to attend due to exceptional circumstances	School site is closed, there is widespread disruption to travel; or student is in custody; code also used for lockdown due to Covid-19 pandemic
#	Planned college closure	Whole or partial college closure due to half-term/bank holiday/INSET day (admin use only)
E	Excluded	Student has been excluded

## **Appendix B: *Children Missing from Education Policy***

Relevant for FE students aged 16-18.

- All children, regardless of their age, ability, aptitude and any special education needs they may have, are entitled to a full-time education. Italia Conti recognises that a child missing education is a potential indicator of abuse or neglect and will follow Italia Conti procedures for unauthorised absence and for children missing education.
- Italia Conti will hold at least 2 emergency contact numbers for each student and will use both numbers, if necessary, as part of the First Day calling process.
  - Parents should always inform us of the reason for any absence. Where contact is not made, a referral may be made to another appropriate agency, for example, Local Authority Pupil Services, Social Care or Police, particularly when a young person goes missing on repeat occasions and/or are missing for periods during the school day, in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities'<sup>1</sup>.
  - Italia Conti must inform the local authority of any student who fails to attend Italia Conti regularly or has been absent without Italia Conti permission for a continuous period of 10 days or more.
  - Staff must be alert to signs of young people at risk of travelling to conflict zones, female genital mutilation and forced marriage.

**END**

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<sup>1</sup> <https://www.gov.uk/government/publications/children-missing-education>