

Student Attendance Guidance and Procedure (BTEC) **2024-2025**

1. Introduction

Preparation is a key factor to ensure successful outcomes and to prepare you for the real-life working world. It is vital that you commit to your course and meet our expectations (aligned with those of the industry) to ensure that you are receiving a full-bodied programme that will help equip you with the practical skills, knowledge and information needed to succeed in your chosen field.

Meeting our expectations in line with attendance, punctuality, commitment, and discipline will heighten your awareness of the industry needs and expectancies and help you to excel on your course. You are expected to manage your personal schedule to maintain a steady study plan. This includes checking your schedule regularly, meeting a high level of attendance (a minimum of 95% overall), being punctual (on-time, or evening better, early), with the required equipment (inc. practical & technology ready for use) and stay for the full day. Students are expected to attend every class, every day for the course in which the student is enrolled in. Where a student is found to be absent, late to class or leaves early, they will be spoken to by the Programme Leader or their Head of Year and given a warning. After 3 warnings, hockout, reserves the right to withdraw the student from the qualification/ course. You can be refused entry into a class if you are late or do not have the correct attire/equipment by the Tutor. This will be detailed to you as outlined in the Attendance and Punctuality Policy during your Induction.

You should be disciplined to prioritise online study time so you can submit your assessments by the due date. As a guide, to complete your assessment tasks, we recommend you schedule 2 hours of online study each week during term.

During performance periods and events times may vary due to rehearsals. You are expected to focus on your training whilst studying at Shockout. This must be your priority.

- 1.1 This guidance and procedure document outlines the attendance requirements and procedure of absences for each student attending Shockout courses.

2. Attendance and Recording

On all Shockout programmes it is considered unlikely that a student will have achieved the learning outcomes with less than 95% attendance.

- 2.1 Attendance to all classes should be 100%. Any student below 95% attendance without prior permission or extenuating circumstances will face disciplinary action. (Please refer to student non-academic conduct and disciplinary policy and procedure.)
- 2.2 Attendance categories are as follows;
 - Present
 - Late
 - Absent
 - Excused with note or phone call
 - Late but excused
 - Left/leaving early with justification
 - Absent with Medical Certificate
 - Injured

- 2.3 The attendance is monitored from the class registers for each lesson. If a student has not signed in the register or is not recorded as present on the class register, they will be marked absent without permission.
- 2.4 A class register for any guest teachers will be taken by appropriate staff.

3. Late Students

- 3.1 Students are expected to be at their classes on time. This applies to all classes.
- 3.2 If a student is late for their first class of the day, for any reason, in the first instance they must phone or email the attendance email and explain the reason for their lateness 30 minutes prior to their first class.
- 3.3 Students are not allowed to participate in the class if they are late, unless this has been authorised by the student support team. This also applies for all online classes.
- 3.4 Students who continue to be late or miss classes will be met by a member of the student support team and may face disciplinary procedures (Please refer to student non-academic conduct and disciplinary policy and procedure.).

4. Absent without Permission

- 4.1 If a student cannot attend university for any reason, and they have not been given permission prior to the date of their absence they will be marked as absent without permission.
- 4.2 Student that has not been given permission for an absence must phone or email between 08:00 and 08:30 to inform the college/university of their absence with the reason why they are absent.
- 4.3 In some instances, a member of the student support team may inform the student that their reason for absence is not valid, and they must come into the college/university.
- 4.4 Students who do not follow the procedure outlined in 4.2 and 4.3 will be subject to disciplinary action.
- 4.5 Students who provide evidence for the reason of their absence e.g. Doctor's certificate or hospital note, may be able to have their absence changed from absent without permission to absent with permission retrospectively at the discretion of the student support team.

5. Absent with Permission

- 5.1 Students must provide medical evidence of appointments where possible to receive authorisation from the student support team, e.g. doctors, physio, hospital, dental appoints.
- 5.2 Absences for more than one week at a period to be obtained from the student support team. The process will then be as follows:

- 5.2.1.1 Student support team will authorise the absence
 - 5.2.1.2 Student Support team will decline the absence
 - 5.2.1.3 Student support team will request further information or
 - 5.2.1.4 Student support team will request a meeting with the student.
- 5.3 If a student is ill, injured or has some other emergency during university times which means they will miss a class or leave early, they need to inform the student support team.
- 5.4 The student support team can authorise absences and this can be done via email.
- 5.5 Any student who leaves early or miss a class without first speaking to a designated member of staff will be marked absent without permission and may face disciplinary action.

6. Reasons Acceptable for Absence

- 6.1 The examples below are acceptable reasons for absence, each request for permission to be absent is assessed on a case-by-case basis. If a student's current attendance has fallen below 95% permission may be denied. In all instances the student must get permission in advance and provide supporting evidence. A student may be able to gain permission retrospectively as outlined in paragraph 4.5. Failure to do so will result in the absence being recorded as absent without permission. After 3 warnings, Shockout, reserves the right to withdraw the student from the qualification/ course. (Please refer to student non-academic conduct and disciplinary policy and procedure.)

ILLNESS, INFECTIOUS OR CONTAGIOUS DISEASE

It is reasonable that a student may be absent from class when they are genuinely too ill to attend. It is a reasonable excuse for a student to be absent from class if the student is, or is a member of a class of persons, that is subject to a direction or order given about an infectious or contagious disease or condition. Where students are absent for 2 or more days a Medical Certificate is compulsory.

MEDICAL APPOINTMENTS

Students are encouraged to make all medical appointments outside of class hours. Where this is not possible, they must limit this to 4 a year. Physiotherapy or remedial health appointments must be made outside course hours. We suggest that students use our recommended physiotherapists through the one dance health cash plan to maintain continual progression.

RELIGIOUS OBSERVANCE

In some circumstances it may be reasonable for a student to be absent to participate in a special religious observance. Please provide advanced notice to your Course Coordinator.

FUNERAL

Attendance at a funeral is considered a reasonable excuse for absence. There may also be circumstances where a student is away from class due to grief for a close family member.

AUDITIONS



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Students are encouraged to schedule audition times outside of class. Where this cannot occur, the student must apply to Shockout, in writing, for an exemption to their qualification/course and await a decision from their Course Coordinator.

LEGAL

It is a reasonable excuse for a student to be absent from a class where the student is required to attend court or fulfil other legal requirements.

For unexpected absences (illness, disease), the student or parent/guardian is expected to notify Shockout before 8:30 am on the day they are absent by either phoning reception on 0161 8339937 or emailing attendance@weareshockout.com, or otherwise as soon as possible. For planned/expected absences (appointments, religious, funeral, auditions, legal), the student is required to give as much notice as possible and, in some cases, await approval from their course coordinator or student coordinator.

7. Unacceptable Reasons for Absence

- 7.1 Unacceptable reasons for absence are listed below and are not exhaustive as each request for permission is assessed on a case-by-case basis. Any student who is declined a request to be absent and then do not attend will face disciplinary action. (Please refer to student non-academic conduct and disciplinary policy and procedure.)
- 7.2 Absenteeism outside of the above reasons and/or 10 days or more throughout the qualification/course can result in the student being withdrawn from the qualification/course. This decision is at the discretion of Shockout. All full or part days of absence, regardless of the reason, contribute to the 10 days allowed.
- 7.3
 - 7.3.1 External Performances
 - 7.3.2 Work Commitments excluding job interviews
 - 7.3.3 Holiday
 - 7.3.4 Light injury
 - 7.3.5 Bank appointments
 - 7.3.6 Landlord appointments unless supporting evidence
 - 7.3.7 Fatigue

Note the above is just a guide and is not exhaustive.

8. Amendments to attendance policy

- 8.1 The Attendance policy will be reviewed in August before the start of each academic year; it is to be noted that amendments to the policy as outlined above maybe implemented at any time throughout the year in accordance with the needs of the University.
- 8.2 Any amendments to the attendance policy as outlined above must be agreed by the Heads of Department before they are implemented.
- 8.3 Amendments to the attendance policy will be notified to students via email with one week's notice.

Related Policy

Non-academic conduct and disciplinary policy and procedure