



## Attendance Policy

### Policy Management

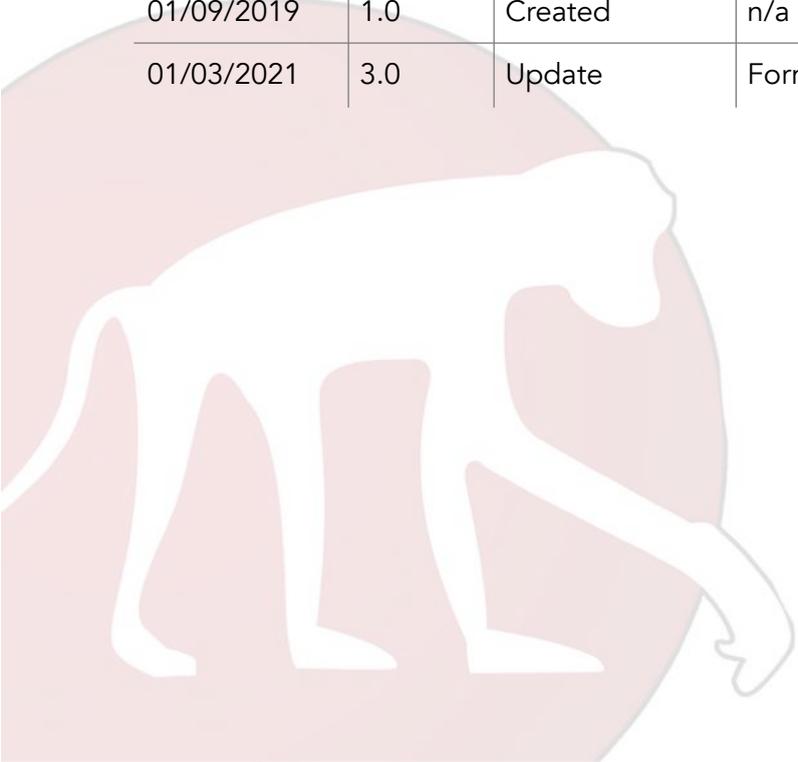
Policy Scope:	Fourth Monkey full-time accredited and vocational courses
Policy Application:	All students on accredited and vocational courses at Fourth Monkey
Policy Availability:	<a href="https://www.fourthmonkey.co.uk/policies/">https://www.fourthmonkey.co.uk/policies/</a>
Policy Manager:	Jonne Damhuis, Operations Co-ordinator
Policy Approval:	Steven Green, Artistic Director & CEO Charleen Qwaye, Head of Training & Deputy CEO

### Document Control

Policy Implemented:	September 2019
Review Frequency:	Annual
Next Review Date:	August 2021
Policy Version:	3.0
Policy Storage:	Office Shared Drive/ Policies
Related Documents:	N/A

### Version Control

Date	Version	Action	Amendment	Staff
01/09/2019	1.0	Created	n/a	CQ
01/03/2021	3.0	Update	Format & Policy Manager	JMG

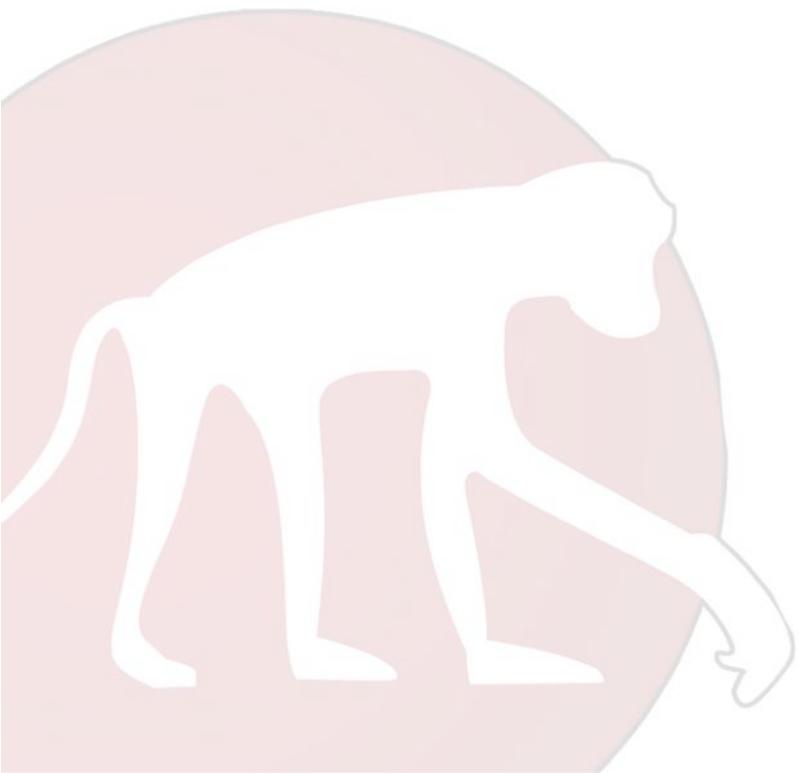




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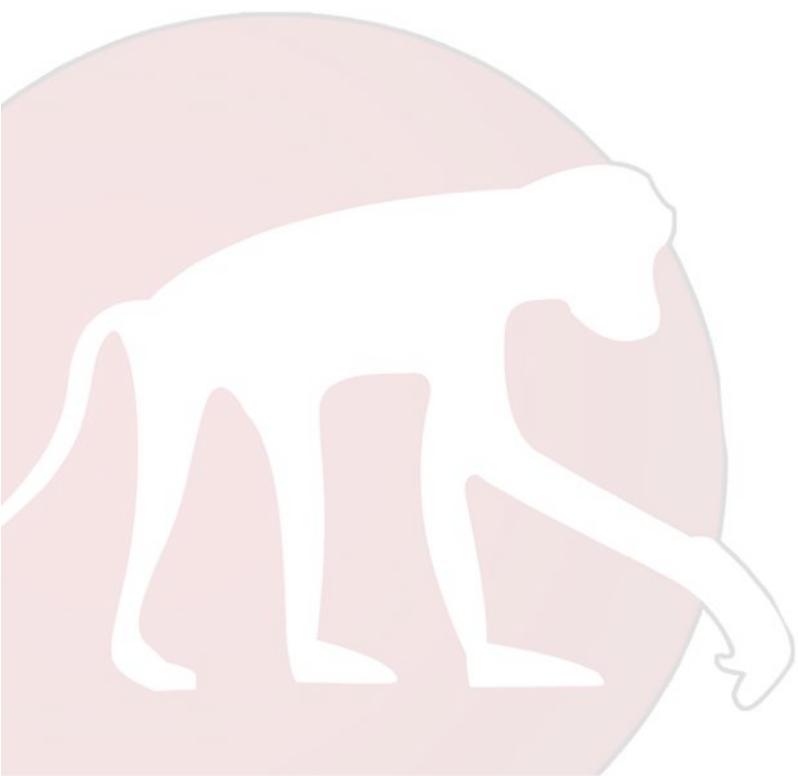




## Introduction

This policy outlines and details the approach taken at Fourth Monkey to monitoring the attendance of students on full-time vocational and accredited courses of study.

1. Fourth Monkey recognises the value of attendance monitoring to help identify students who may be in danger of leaving their course of study. Through early identification of such students, Fourth Monkey has the opportunity to offer assistance and guidance, encourage progression and avoid potential discontinuation. Attendance monitoring is also essential for Fourth Monkey to meet its statutory requirements for receipt of funding and students to be able to receive maintenance funds.
2. This policy applies to all students registered on all full-time vocational and accredited courses.

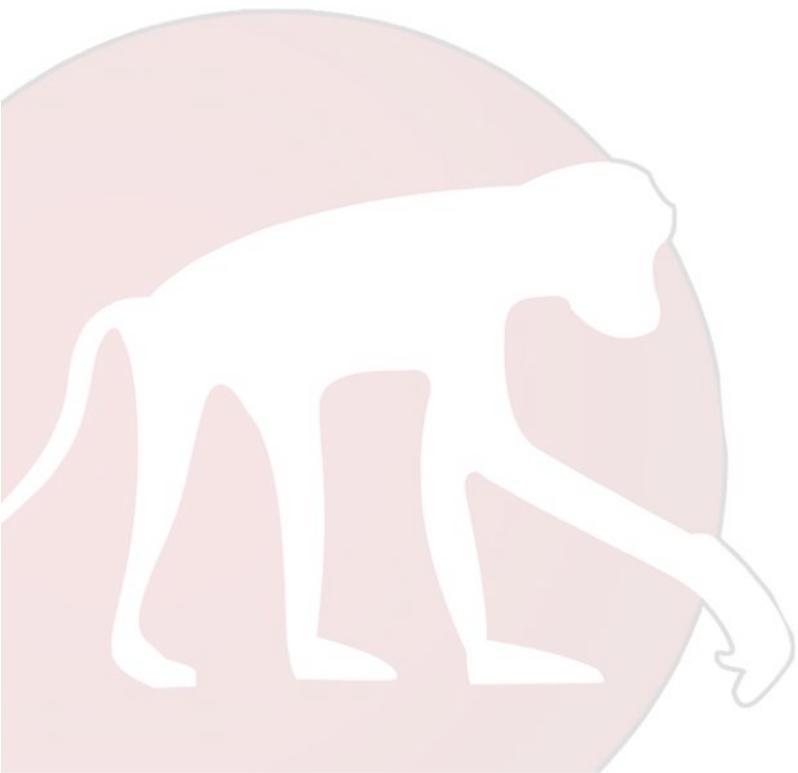




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## Attendance Monitoring

3. The attendance of all students on taught courses is monitored via class registers taken by the member of staff delivering/facilitating the scheduled activity. For the purposes of this policy, a scheduled activity may be a lecture, seminar, tutorial, workshop, critique, technical instruction, demonstration, presentation, group work, performance or any other timetabled activity. Academic departments will retain records of class attendance. Student Administration will conduct sample audits of registers.
4. Students are responsible for notifying the Operations Co-ordinator of any absence from any scheduled activity. Students causing concern will be referred on to pastoral and/or academic support and guidance where appropriate for additional specific support.





## Attendance Procedure

### 5. Stage 1

#### 5.1. Where a student obtains:

- 5.1.1. 1 x unauthorised absence OR 3 x late arrivals in one term
- 5.1.2. 2 x unauthorised absences OR 4 x late arrivals in one term
- 5.1.3. 3 x unauthorised absences OR 5 x late arrivals in one term
- 5.1.4. 4 x unauthorised absences OR 6 x late arrivals in one term

### 6. The following apply:

- 6.1. Verbal warning issued by the Operations Co-ordinator followed up by an email to the student to record date given.
- 6.2. Verbal & Written warning issued by the Operations Co-ordinator
- 6.3. Meeting held with the Director of Training & the Head of Year.
- 6.4. Meeting held with the Director of Training & Artistic Director (dismissal from training at the discretion of the Director of Training & Artistic Director. Alternatively, learning plans are agreed with the student to enable them to be retained, monitored and supported in their attendance and commitment to training).

### 7. If a student misses large amounts of classes in a two week period then the student will move onto Stage 2.

### 8. Stage 2

- 8.1. Where a student misses fifty per cent (50%) of scheduled activities within any two-week period of a study block the Course Leader or Academic Manager will be notified and may issue a communication seeking a full explanation. 5

### 9. Stage 3

- 9.1. Should a student miss a further fifty per cent (50%) of scheduled activities within another two-week period in the same study block, the Director of the academic department (or nominee) will issue a second communication requesting urgent contact together with a full explanation.

### 10. Stage 4

- 10.1. Students whose pattern of attendance does not improve above the minimum expectation (51% or more in any subsequent two-week period within the same study block) of the second communication may have their studies terminated in accordance with the Terms and Conditions. The Director (or nominee) will determine whether the student will be withdrawn, referred for additional support or if no further action is to be taken (e.g. circumstances are known and being actively managed).
- 10.2. No student shall be withdrawn under this policy without the authorisation of the Deputy Vice-Chancellor (Academic) (or nominee).
- 10.3. At any stage of this policy, the Director of the academic department or Head of Subject may make an assessment that a student should be called in to a Health, Wellbeing and Support for Study meeting.