

CiRCOMEDIA

ATTENDANCE POLICY

Key Information

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Introduction

Attendance is a critical aspect of all programmes in Circus and Physical Theatre at Circomedia. Students are expected to attend all scheduled classes, workshops, rehearsals, and performances to fulfil the requirements of the BTEC, FdA, BA and Diploma programmes. These are all attendance-based programmes of study.

Attendance requirements

1. Students are required to attend all scheduled classes, workshops, rehearsals, and performances.
2. Students are expected to arrive on time for all scheduled activities.
3. Students who miss more than 10% of classes, workshops, rehearsals, or performances may be placed on academic probation and their module marks for professionalism may be affected.

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4. Students who miss more than 20% of classes, workshops, rehearsals, or performances may be subject to dismissal from the programme. Sickness is included within absence from the programme.
5. Attendance is monitored on all programmes.

Notification of Absence

Post 18 students must notify the office and instructors in advance of any absence using the online absence report self-certificate. This is accessible via the QR code on the office door and on the Virtual Learning Environment Teams.

In the event of an unforeseen absence, students are required to notify staff using the form available on the QR code stating the reason for absence, name, year group and course and when they expect to return.

In the case of illness or emergency, students must provide documentation via a self-certification form or from a medical professional or other appropriate authority to be excused from attendance.

Absence is monitored and unauthorised absences may carry academic penalties to module marks for professionalism.

BTEC students who are absent without notifying us will be called to seek a reason and we will call parents if we are unable to contact students direct.

Makeup work

Students are responsible for making up any missed classes or work, including class assignments, rehearsals, and performances.

Makeup work must be completed within a reasonable timeframe, as determined by the instructor.

Failure to complete makeup work may result in a lower grade or other penalties.

Late Arrival or Early Departure

1. Students are expected to arrive on time for all scheduled activities. If you are late for a class, you may not be allowed to join the class session, unless your absence may cause a disadvantage to a group project or if an assessment is due. If you need to be part of a group class or project, you will be permitted to do so, but you will still be marked as absent without authorisation.
2. Students who arrive late or leave early may be marked absent for that portion of the class or activity.

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3. Students who consistently arrive late or leave early may be subject to academic penalties.
4. If you miss Core Skills, you are allowed into your next class, but you must spend the first 30 minutes warming up.
5. Appointments outside Circomedia (e.g., with doctor or therapist) must be made outside of class time wherever possible.
6. Special Circumstances: a) Students with special circumstances, such as disabilities or religious observances, should notify their instructors in advance. b) Reasonable accommodations will be made to ensure that all students can fully participate in the programme.
7. Consequences of Non-Compliance: a) Students who fail to comply with the attendance policy may be subject to academic penalties, including lower grades, academic probation, or dismissal from the programme. B) The final decision on penalties for non-compliance will be made by the BTEC Course Leader, the Director of Teaching & Learning and/or the Courses Manager.

Conclusion

Attendance is crucial to success in a Circus and Physical Theatre programme. Students are expected to take their attendance seriously and make every effort to attend all scheduled activities.