

PARTICIPATION AND ATTENDANCE POLICY

Version	1.0
Effective date	September 2018
Date for review	September 2019
Policy owner	Managing Director
Reference Points	
Audience/Handling notes	Public
Implementation and dissemination plan	<p>This Participation and Attendance policy will be disseminated to all NHAM students through publication on the NHAM student area. Staff will receive training in how to apply this policy and procedures. They will also be directed to where it is published.</p> <p>The Education Administrator will be responsible for the dissemination of the policy and procedures to academic staff.</p> <p>This policy will be reviewed on an annual basis by the Managing Director and will be considered as part of the annual review of all NHAM policies.</p>

Initial Equalities Impact Assessment (EIA) Questions for NHAM Policies:

Equality Impact Assessment (EIA) are a legal requirement of public bodies and form part of the specific duties on colleges to help them meet their general equality duties. For more information on EIA, please refer to the NHAM Equality and Diversity Policy.

An EIA involves gathering and using evidence to make a judgement about how a particular policy or practice affects, or is likely to affect protected equality groups of people when it is implemented. Protected groups are identified in the Equality Act 2010 as sharing a particular characteristic against which it is illegal to discriminate. The nine protected groups are defined in the NHAM Equality and Diversity Policy. They are: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. The assessment should identify whether the policy and its related procedures affect people from different equality strands in different ways and if they do, then it should establish whether the differential impact is positive, negative or neutral.

This form is intended to provide a quick assessment of whether a policy requires a full EIA. It is also intended to be used to EIA all new policies.

- a) Is there any aspect of the policy, procedure or practice that is likely to have a differential impact (negative or positive) on any of the protected characteristics?

- No
 Yes

If yes, identify how the impact would affect the specific equality strand

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b) Is there a possibility of unlawful discrimination, directly or indirectly, on any of the protected characteristics?

No

Yes

c) Could there be an effect on relations between certain groups?

No

Yes

d) Can the above differences be justified?

No

Yes

N/A

e) What mechanisms are in place to monitor the application of the policy, procedure or practice across people from all protected equality groups? Please explain:

Education Administration will record the number and type of absences by each student in an academic year in order to identify trends, evaluate the effectiveness of and make enhancements to the Participation and Attendance Policy.

Participation and Attendance

1.1. This policy describes how the Notting Hill Academy of Music (NHAM) looks upon the issue of student participation and attendance at timetabled activities.

1.2. This policy applies to all students and is designed to ensure that students are treated in a fair and equitable manner.

1.3. The Education Administrator is responsible for managing and reviewing this policy and Education Administration staff are responsible for the effective operation of the Participation and Attendance Policy outlined below.

1.4. The content of this policy aligns with government legislation, the regulations of NHAM's awarding organisation RSL Awards and other external stakeholders to whom NHAM must make reference.

1.5. The Participation and Attendance Policy has a link with the following policies and procedures:

- Academic Misconduct
- Assessment
- Deferral of Assessment
- Extenuating Circumstances
- Student Complaints & Grievances
- Student Disciplinary
- Student Disciplinary Appeals

2. Objectives

2.1. To explain in an open, transparent and accessible way NHAM's requirements for student participation and attendance.

2.2. To describe NHAM's use of registers to record attendance.

2.3. To describe the procedures by which students properly request permission to be absent from timetabled activities in advance of the session.

3. Participation

3.1. NHAM considers that the learning achieved by its students derives from the learning opportunities provided together with the commitment of time and practical effort and the intellectual investment that the student makes.

3.2. NHAM defines 'learning opportunities' as the combination of the curriculum, tuition, supervision, advice and support, and facilities it makes available to its students so they can learn.

3.3. Students' contribution to their own learning derives from their readiness to participate in the learning opportunities provided; their preparation for and participation in the classes, workshops, tutorials and other opportunities made available to them; their submission of their work for assessment, their responses made to feedback on their assessments; and their feedback on the learning opportunities they have experienced. Learning best takes place when students take full

advantage of the learning opportunities available to them and to do so requires a full commitment to the programme of studies.

3.4. NHAM students are expected to commit to study for 40 hours or more each week that their programme is in session. This figure derives from the credit values assigned to each module, where one credit is linked to a notional 10 hours of learning whether with a tutor, other students or self-directed.

4. Attendance

4.1. Attendance at all timetabled activities is compulsory for all students who have agreed to join the programme. The attendance requirements for the programme cover all units.

4.2. Students are expected to attend 100% of timetabled sessions and registers are taken at all sessions. The registration system is closely monitored and poor attendance can lead to students being denied assessment opportunity, exclusion from certain additional resources or being withdrawn from the course. Poor attendance can have a negative impact on a student's academic progress and overall experience.

4.3. Attendance is monitored by Education Administration and Academic Staff and students will be contacted if they have missed consecutive sessions in a module or if their overall attendance over a two-week period falls below 75%.

4.6. Where there are no confirmed extenuating circumstances and the Student has failed to respond to any warnings given within a specific time period (typically 4 weeks) the Student will have their registration terminated.

4.7. Students who leave the programme, for whatever reason, may be liable for any fees as outlined in their contract or as required through external arrangements such as student loan agreements.

5. Registers

5.1. Registers are taken at the start of all lectures. It is the responsibility of the student to ensure they have been marked in the register of lectures they attend. It is not the responsibility of the lecturer to interrupt the flow of their teaching to mark a student in the register if they arrive late.

5.2. If the Student arrives late to a lecture, he/she must see the tutor at the end of the lecture and ensure that they are marked in the register. Attendance cannot be backdated.

5.3. If the Student has attended lectures but failed to gain correct registration, he/she will still be issued with the relevant warnings. Registers are the only legal document that can account for students' attendance.

6. Absences

6.1. Students should be aware that absences could impact on educational attainment level and the ability to continue on the programme. It can also affect student funding.

6.2. Students must not book tutorials or engage in extra-curricular activities at the time of scheduled lectures.

6.3. Students should ensure that holidays, work activities and other non-urgent appointments are undertaken outside of lecture and examination times and other timetabled activity.

6.4. If the situation arises that high-level professional engagements, or significant illness, affect the Student's ability to attend lectures, it may be necessary to 'interrupt' their studies. Students should refer to Education Administration at the earliest opportunity.

6.5. If the Student is absent from a scheduled lecture with mitigating circumstances, he/she must inform Education Administration. The Student can do this in one of three ways:

6.5.1. complete an Absence form, which is available from Education Administration;

6.5.2. phoning Education Administration via the main switchboard number;

6.5.3. emailing registrar@nottinghillacademyofmusic.com

Students must notify Education Administration at the earliest opportunity either upon their return to NHAM or before the date they will be absent (if known in advance). Students are required to provide the necessary supporting documentation when submitting their Absence form, but if it is not available, no later than 20 working days after submission of the form.

Procedures (Recording of Absence from Timetabled Activity)

1. Student completes Absence form attaching supporting evidence as required:

- Illness or injury - an original medical certificate must be provided and be signed, dated and stamped by an approved Doctor/Surgery/Hospital. It must state what you are suffering from, the period of time affected and how it may affect your academic performance
- Death of a relative or friend - normally a copy of the death certificate
- Burglary or theft – a Police crime report or case reference number
- Public transport delay of over 1 hour – evidence such as photographic evidence of the delay, screen shot of the website, news report or a letter from the Operating Company.
- Private transport problem – will only be considered if acceptable authoritative evidence is supplied

2. Student submits Absence form and supporting evidence to Education Administration no later than 10 working days after the recorded deadline. Supporting evidence should be submitted no later than 20 working days after submission of the form, otherwise the absence may not be authorised.

3. Education Administration logs Absence form and supporting evidence.

4. Education Administration assesses evidence and either authorises or rejects the absence.

5. Education Administration informs student of decision in writing. Education Administration also updates the student's record on the MIS.

6. Students will receive a response to their submitted form within 5 working days.

7. The following would not normally be considered acceptable as a reason for absence from timetabled activities:

- Gig, audition, job interview or other professional engagement
- Wedding of a family member or friend
- Death of a pet

- Holiday which takes place during term time
- Strike action on public transport which has been publicised in advance
- Routine doctor or dental appointments