

## **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/Registrar 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 collaborative partner(s) 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.

3.5 NHAM operates with a course cool down period of 8 weeks from the date of the start of the first term. If a student decides to leave within this time, then monies due for that time are payable but only for the time the student is enrolled. Should a student leave voluntarily after that 8 weeks then the fees for the entire course would still be due. Should a student be ejected from the course for breach of policies then fees would still be due. These would either be retrievable from the student directly or through the course validator NCT via a student loan if not self funded. It is at NHAM's discretion if these monies are waived but will normally be only under exceptional circumstances.

#### **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](mailto: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