



Student Attendance Policy and Procedure 2024 - 2025

Issue No: 2

Issue Date: 01/09/2024

Renewal Date: 31/08/2025

Responsibility: Principal Samantha Bell, Vice Principal
Fiona Forfar

Background

Training to be a dancer requires a regular intensive and rigorous programme of physical fitness and technical training. ElliTe Studios College offers such a programme, complemented by Performance, Contextual and Professional Studies courses, which is designed to create highly skilled, versatile artists equipped for entry to the profession.

Regular attendance in class has been identified as a key factor in being successful as a dancer. If students are absent, they break the patterns required for successful learning, and have a disruptive effect on both the tutor and the learning of others. The School firmly believes that all students must take on the self-discipline required for prompt and regular attendance at all scheduled classes and effective use of private study time if they are to get the best from the course and be successful as dance artists. Therefore, we have a Student Attendance Policy and Procedure to monitor levels of attendance and to engender a professional approach to learning.

Recording attendance

A register is taken for each class and attendance is recorded and monitored. To be registered as present, students must arrive at class in appropriate clothing, with appropriate materials, fully prepared and focused before the start of the class.

Attendance Procedure

You must telephone the college if you are ill, injured or have been delayed for any reason. Persistent unauthorised absence or lateness, even where notified to College, will be considered cause for further investigation and possible disciplinary action.

In the case of illness:

You must message the college as early as possible on 07704 763246, and then must follow that up with a phone call between 9am and 9.30am to speak directly to a member of staff. You then must continue to phone in on a daily basis between 9am and 9.30am until your return to college. After 7 days you must produce a Doctor's certificate. The contact number to report absence is: 07704 763246.

Doctor's and Dentist's appointments should be made out of College hours except in genuine emergencies.

Students must attend all classes. Aside from genuine illness, the only permissible reasons for missing a class are:

- Injured and working elsewhere on a remedial programme
- At a rehearsal
- At an audition
- Doctor or Physio appointment
- Outside Performance or Outreach work
- Compassionate Leave.

All of the above must be approved in advance by the Principal. **Under no circumstances are holidays to be taken during term-time.**

Registers are taken within the first 15 minutes of a lesson starting with the information recorded on the Pro Solution site which links directly to SCL. Pupils who are not accounted for are contacted by the SCL team to check in on them.