

London Contemporary Dance School (The Place)

Undergraduate Attendance Policy 2024-25

Name of Policy Writer	Lead Post Holder	Date approved	Approved by	Review Date
A Helsby	Director of Registry and Student Wellbeing	Sep 2024	Academic Board	Sep 2025

London Contemporary Dance School (LCDS) has a high number of contact hours and a physically and cognitively demanding curriculum. To take full advantage of the learning and teaching opportunities available to you and to gain the greatest benefit from the course, all students are expected to attend all timetabled sessions - including lectures, seminars, group and individual tutorials, learning support sessions, workshops, inductions and demonstrations, and to use the self-directed time that is allocated to their units.

UK based students who receive public funds in the form of tuition fee loans, are expected to successfully complete your programme of study and take up employment to meet the repayments of your loan.

In the case of overseas students who have Student Visa status, we are required by law to notify UK Visas and Immigration (UKVI) if attendance drops below a certain level (10 consecutive days without notification to the school), and your visa to study in the UK may be revoked. Please see The Student Visa Responsibilities and Requirements document.

However, London Contemporary Dance School acknowledges that not all students will be able to meet this high attendance requirement all the time due to a range of factors. This attendance policy lays out how to get the best out of your course and the support structures available to you, should you struggle to fully engage.

There is a flow chart at the end of this document which outlines the policy.

1. Attendance and Engagement

Consistent engagement will develop your understanding of how to work to your full potential as a dance artist; developing your dance skills and fitness levels and decreasing risk of injury. It will help you understand the different areas of study and how they relate to each other, physically, cognitively and psychologically appreciate the periodisation of your course, and to develop your ability to progress into a professional career.

Much of the work at LCDS is about collaboration. Developing collaborative skills is an essential part of becoming a successful dance artist. You will be relied upon by others in group work, asked to support your peers, and develop your peer-to-peer feedback skills. Having a consistent attendance, where possible, allows you to nurture these important skills.

The holistic nature of the UAL assessments means that your grade will be impacted if the content and learning in your submission is not supported by your attendance and engagement throughout the unit. Low attendance and engagement will undermine your ability to demonstrate your embodied knowledge as required in the assessment criteria.

Students who have a Learning Agreement may have Reasonable Adjustments to their attendance requirements, including an adjusted timetable. A range of issues may affect your capacity to attend classes, including mental and physical health conditions, and visible or invisible disability. There may also be short-term instances where you are injured and follow a modified timetable, created in collaboration with the Head of Dance Science.

It is important that these changes to timetable requirements are discussed with the relevant member of the Student Support Team and authorised by the Director of Registry and Well-being at the earliest opportunity after enrolment. There will be regular opportunities to discuss the impact, development or changes to your adjustments during your studies.

Students with part-time work commitments are expected to arrange this around their timetable. Your timetable is set for the term, and you will be notified of any major changes. If you need to work a high number of hours, which then impact your studies, you should seek the support of the Student Fund and speak to the Director of Registry and Student Well-Being.

If at any point you start to struggle with your attendance, please communicate this with a member of the Student Support Team or your Year Group Coordinator so that LCDS can support you.

2. Time Keeping

LCDS expects that classes start on time. Registers will be taken at the class start time and should you arrive after this time you will be recorded as late.

LCDS expects you to be on time for your classes, whether these are practical studio-based classes or lecture/seminar type classes. This is both for your physical health and safety and out of respect towards your teachers and peers. Being on time also allows you to mentally prepare and focus on the class before it begins.

Should you be late to a class, this will be recorded as "Late", and if lateness persists the school will follow the same procedure as for unreported absences (see *Managing your Absences* below). Depending on the type of class, you may be asked to watch the remainder of the class rather than take part.

If you are late to a class for reasons outside your control (such as travel issues), please enter the class and inform the teacher at the relevant moment of the reason for your late arrival.

If you are 5-15 minutes late, participation will be at teachers' discretion for all practical classes. This will be dependent on the type of class and Health & Safety considerations for joining late.

If you are more than 15 mins late for a practical class, you will need to watch the class to ensure your health and safety and those of your class peers

If you know you will be late, e.g. because of a counselling/physical support appointment, please contact the School Office via absencereport@theplace.org.uk, and they will notify your teacher.

If you wish to speak to your teacher, please find an appropriate time to do this, they might not be able to speak to directly before or after the class. Please do not email any of your teachers directly or contact them on social media but ensure that all communication goes through the School Office.

3. Leaving Classes

On occasion you may need to leave class, either to go to the toilet or fill up your water bottle, or to take a breather from the space. We ask that you let your teacher know quickly that you are stepping out.

If you are going to leave the class and not return, please inform the teacher that you will not be returning.

If you have written into your Learning Agreement or Reasonable Adjustment plan that you might need to leave the class, then you may do so without informing the teacher. This will be indicated on the registers and understood and supported by faculty.

4. London Contemporary Dance School Responsibility for Monitoring Attendance

LCDS has a responsibility to comply with health and safety legislation to ensure the safety of all those who use the building. We must have accurate attendance records to be able to report who is in the building in case of a fire or other incidents where emergency services may be involved. It is your responsibility to let the School Office know if you will not be in the building on a given day during a time we would normally expect you to attend a timetabled class.

5. Managing Your Absences

London Contemporary Dance School acknowledge that there will be occasions when you are unable to attend all timetabled sessions. This may be due to injury, mental health issues, an unexpected illness, or an event occurring at a critical assessment point (such as a bereavement), which impacts your capacity to attend. During such times, staff will follow the Extenuating Circumstance procedures to allow consideration to ensure that you are not disadvantaged. You may be asked to supply evidence supporting your absence. For more information, please see the [Extenuating Circumstance procedures](#). You can also request tutorials from faculty via your unit leaders to discuss any work you may have missed.

If you are aware of a future event (i.e., an audition or work experience) that will result in you being absent, you must request time off in advance, via the [Request to be Absent Form](#). The Director of Registry and Student Well-Being and your Year Group Coordinator will then consider the request.

All unplanned 'on-the-day' absences (i.e., sickness) must be reported to the School Office by 8.45am on the day of your absence by emailing absencereport@theplace.org.uk. Failure to report your absence will result in it being recorded as unreported. Please see the flow chart below to see the procedures for managing unreported absences. In all instances, LCDS will endeavour to support you to attend and engage with your course. More information on how to report and request absences can be found in the [Attendance Procedures](#) on Google Classrooms.

If you are regularly absent from timetabled sessions, even if you are reporting these absences, you will be contacted by your Unit Leader or Year Group Coordinator and offered the opportunity to discuss any difficulties that might be affecting your attendance and how LCDS might help you engage more fully with the course. Depending on the outcome of this meeting, you may be referred to the Student Support Team or asked to attend a meeting with the Director of Registry and Student Well-Being and/or the Deputy Director of Dance Studies.

LCDS holds regular year group faculty meetings where attendance is monitored, and attendance concerns can be raised. This is to make sure that any barriers to a student's engagement are recognised and that unreported absences do not occur without being followed up on.

Students who have prolonged absence or low attendance (3-4 weeks or more), either through injury or other reasons, will be required to meet with the Head of Dance Science to discuss a

gradual return to physical classes, and to develop a return-to-study plan with the Strength and Conditioning Coach. This is done for your own safety and to prevent injury.

Where a prolonged absence/low attendance is related to a mental health concern, students will be required to meet with one of the Mental Health Advisors to develop a return to study plan and discuss any reasonable adjustments or timetable changes to be made upon your return to study. This is to ensure that you are fully supported upon returning, and that going forward your mental wellbeing can continue to be maintained.

6. Repeated Absence Which Is Not Accounted for

Where attempts have been made to help you better manage your attendance, such as supporting you through the Student Support Team, making Reasonable Adjustments in a Learning Agreement or support from your Unit Leader /Year Group Coordinator, you will be referred onto the [Health, Well-Being and Support for Studies Policy](#) Stage 1. This is a supportive process, and each individual's circumstances will be considered, but if there is no improvement in your attendance, your case will be taken to the Senior Management Team meeting and escalated to Health, Well-Being and Support for Study Stage 2. This places your visa or student loan at risk of being revoked, and you could be withdrawn from the course. Please refer to the flow chart below for more information.

7. Impact of Repeated Absences

As students training to be Dance Artists, we recognise the importance of attending classes, not only for your own physical and cognitive development but your responsibility to your peers, and development of your professional practice. As such, if your absences are affecting your development and progression, we will prioritise those students who are engaging consistently with their course for any performance or extra-curricular opportunities such as Ideas in Action, Student Performance Platform or outside opportunities. You can learn more about the [Principles of Professional Practice](#) and the process if these principles are not met. We will also consider the health and safety of any student who would like to participate in these activities and has not been attending to decide whether you are ready to perform at the standard we would expect from an LCDS student.

8. Missing Student

Where the continued absence of a student remains unaccounted for, e.g. they have not been in attendance for 5 days and no absence report has been made and/or there are concerns for the student's health and well-being, an investigation will be conducted by the Student Support Team to establish the level of risk to the missing student.

The Student Support Team will consider the following factors:

- known mental health conditions
- potential risk of suicide/suicidal ideation
- ongoing and/or significant injury
- known medical condition which could be life-threatening
- whether or not the student has a known disability

- whether or not to contact the student's Trusted Emergency Contact

Any investigation will be thorough and sensitively handled, with due regard to confidentiality and disclosure. Sensitive data will not be shared to colleagues without justified reason, and not without seeking a student's consent, unless there is a risk of harm to the student or another individual. Any students who access Well-Being support will be asked to sign the Consent to Share form. The Student Support Team will report directly to the Senior Management Team, who on reviewing the evidence may report the missing student to their Trusted Emergency Contact and the police.

9. Self-Isolation absences

Should you need to self-isolate due to a transmissible disease such as a positive Covid-19 test, gastroenteritis or Mpox, your attendance for classes will not be affected, but you will need to report your absences to the School Office as normal. Should this happen at an assessment point and affect your ability to submit your work, you will need to refer to the Extenuating Circumstance procedures.

