

LATENESS AND ABSENCE POLICY



Any institution needs to have rules so it can run smoothly and so everyone understands what they are supposed to do (or not do). The rules are designed to be helpful; to give you an indication of how professionals work and to make sure that the training is fair for everyone.

One of the most important things to say about the course is that strong self-discipline is crucial. It doesn't matter how good you are at acting or musical theatre, if you are late or lazy or difficult to work with, no one will want to work with you. So read the following carefully. It's how we, and the industry, operate!

- Any student who is late for their class will be sent home. This will be implemented even if there is a genuine reason for the lateness. If there is a genuine reason for the lateness, which can be evidenced in writing, then no warning will be issued.
- If a student phones the Course Leader on the day to say that they will be late this is not always acceptable or appropriate. Students will usually be told not to complete the journey and to return home. If they can provide written evidence of why they were going to be late, a warning will not be issued.
- If you know 24 hours in advance that you will be late or absent for a particular class, you should complete and return an Absence Notification Form - available from the Part Time Courses & Outreach office.
- It is the student's responsibility to inform the Course Co-ordinator AND their director/teacher in advance of any lateness/absence. It is also their responsibility to ensure that a member of the class collects relevant information for them, and that they are fully prepared for the next class.
- Notification of illness must be reported to the office before 2pm on the day in question, either by voice mail, e-mail, or by informing the Course Co-ordinator. Any notification after this time will be marked as absence without reason, and therefore will be considered a warning.
- An acceptable level of absence from the One-Year Foundation Course would be anything above 90% attendance. This is the equivalent of missing **NO MORE** than 9 classes over the entire year course.

If a students' level of absence or lateness rises above unacceptable levels, a formal warning will be issued with clear parameters for improvement given. If these levels are not adhered to, students will be asked to leave the course. In these circumstances, students will still be liable to pay any outstanding fees.

