



Fourth Monkey

Actor Training Company

ACADEMIC ENGAGEMENT FLOWCHART

Absence / Lateness

If you are going to be absent / late for training for any reason, you must call the office on 020 7281 0360 **and** follow this up with an email to attendance@fourthmonkey.co.uk with the reason for your absence / lateness and any supporting documentation prior to your first class of the day.

A member of the Training & Academic Services team will authorise or unauthorise your absence / note your lateness accordingly.

Authorised Absence

Examples of authorised absence include:

- Medical appointments (where possible, please give at least 24hrs notice via email only and include supporting documentation)
- Family circumstances (e.g. bereavement)

In exceptional / emergency circumstances, an authorised absence may be granted retrospectively.

Call 020 7281 0360 **and** email attendance@fourthmonkey.co.uk for authorisation.

Unauthorised Absence

An unauthorised absence will be recorded and will form part of your overall attendance percentage which must always exceed 90%.

If your illness is mild or manageable, the expectation is that you come to class, sit to one side, and take notes. This aligns with industry standards, professional practice, and training protocol. It also ensures you do not fall behind in the work.

Call 020 7281 0360 **and** email attendance@fourthmonkey.co.uk prior to your first class of the day if you are too ill to attend.

Lateness

If you are going to be late for your first class of the day, you must call 020 7281 0360 **and** immediately follow this up with an email to attendance@fourthmonkey.co.uk.

When you arrive, you must directly inform a member of the Training & Academic Services team / member of staff in the Fourth Monkey Office and go straight to class.

Joining a class late means you will not be able to take part, but you must sit to one side, and take notes.

In the case of absence or lateness, the expectation is that you catch up the work missed from your Training Buddy prior to the next class or rehearsal.

Continuous, extended or persistent periods of absence or lateness may lead to the enactment of the Academic Engagement Procedure in support of you, your learning, your wellbeing or your ensemble.