



## Academic Engagement Policy & Procedure

### Policy Management

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Policy Application:	All students on accredited and vocational courses at Fourth Monkey
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Policy Manager:	Steven Green, Artistic Director & CEO
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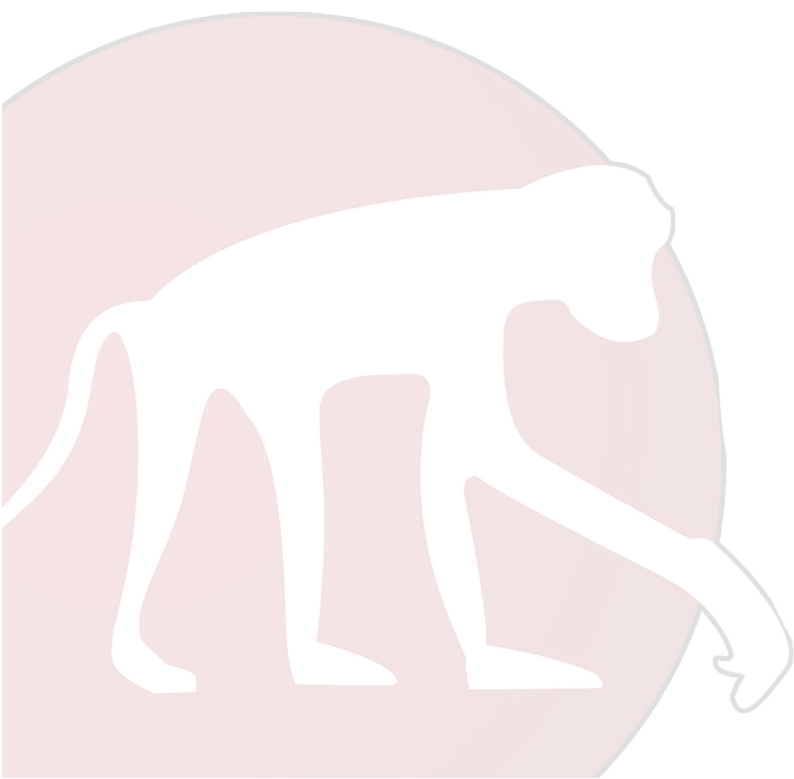
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## 1.0 Introduction

This policy details the approach taken at Fourth Monkey in monitoring the academic engagement / attendance of students on full time and part time accredited and vocational courses of study. This document also contains protocol pertaining to online learning to serve as a provision should such a mode of delivery be required.

- 1.1 Fourth Monkey recognises the value of academic engagement / attendance monitoring to help identify students who may be at risk of impacting assessment outcomes in relation to their course of study in-line with the policy of 90% attendance. Through early identification of such students, Fourth Monkey has the opportunity to offer assistance, guidance, and support to encourage progression and avoid potential assessment impact, intermittence or withdrawal. Attendance monitoring is also essential for Fourth Monkey to meet its statutory requirements for the receipt of funding and for students to be able to receive maintenance funds.
- 1.2 This policy applies to all students registered on full-time and part-time accredited and vocational courses including when courses are taught online.
- 1.3 Fourth Monkey uses the terms 'academic engagement' and / or 'attendance' in relation to activities such as: seminars, workshops, practical classes, rehearsals and tutorials; participation in studio practice and performance; submission of assessments.
- 1.4 Equivalent processes will be followed in the case of any category of student not explicitly noted in this document. For example, continuous, extended or persistent periods of absence or lateness may lead to the enactment of the Academic Engagement Procedure in support of the student, their learning, and their wellbeing due to the amount of study missed.
- 1.5 Fourth Monkey requires 90% attendance from all students studying across its undergraduate and postgraduate courses. It should be noted that all classes are deemed compulsory.
- 1.6 Students with less than 90% attendance will not be permitted to take on extra-curricular duties pertaining to Fourth Monkey (for example ushering, outreach or ambassador work), until their attendance reaches a satisfactory level.



- 1.7 Students with attendance less than the required 90%, may impact their assessment grades. In some instances, this may mean that the student may fail a module and / or may be unable to progress to the next academic level (i.e. transition from Level 4 to Level 5, or from Level 5 to Level 6). This will be at the discretion of the Director of Training / Artistic Director, with the decision for which arrived at through discussion with Falmouth University and engagement with their academic policies relating to student progression and requirements for levels of attainment and outstanding learning credits.

## 2.0 Academic Engagement Monitoring

The academic engagement / attendance of all students on taught courses is monitored via class registers taken by the member of staff facilitating the scheduled activity. For the purposes of this policy, a scheduled activity is defined as per point 1.3 in this policy. Academic departments will retain records of attendance and will conduct sample audits of registers.

With regards to attendance, students should be aware of the following:

- 2.1 All students are responsible for immediately notifying the Training & Academic Services Officer of any absence from a scheduled activity by calling the Fourth Monkey Office on 020 7281 0360 **and** emailing [attendance@fourthmonkey.co.uk](mailto:attendance@fourthmonkey.co.uk). Students of concern will be referred to Student Services for additional specific support, in accordance with the Academic Engagement Procedure detailed in this policy.
- 2.2 When a student is absent, they are expected to catch up on any work missed, by speaking to their Training Buddy, prior to the next class. Where possible, the act of 'catching up' should be undertaken practically rather than solely by the exchange of notes.
- 2.3 The timetable or call sheet indicates when a scheduled activity is due to start. Classes will start on time. A student is deemed to be late if they arrive after the scheduled activity start time.
- 2.4 Should a student arrive late to a scheduled activity they will be expected to join the class and take notes, although they will not be allowed to participate in the session



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- 2.5 Where possible, the timetables have given space for breaks to allow for the staggered flow of people through the building, as well as comfort breaks in between scheduled activities, or screen breaks if the student is working online.
- 2.6 In the unlikely event that a practitioner is late to a scheduled activity, or, in an emergency, is absent from the scheduled activity, students must remain available for the duration of the class either online or in person. A Bubble Rep / member of the ensemble should report to the Fourth Monkey Office, in order to receive further guidance. A member of staff will explain to the students how the scheduled activity will continue.

### 3.0 Authorising Absence

Apart from in exceptional circumstances, such as a family bereavement, authorisation for students to be absent from scheduled activities will not be granted. This is in complete accordance with the professional practice upon which our training is based. Absence for exceptional circumstances will need to be authorised by calling 020 7281 0360 and emailing [attendance@fourthmonkey.co.uk](mailto:attendance@fourthmonkey.co.uk).

- 3.1 Absence for medical appointments is permitted, providing it has been requested in advance. This request should be sent to [attendance@fourthmonkey.co.uk](mailto:attendance@fourthmonkey.co.uk) at the earliest opportunity or at least 24 hours prior to the appointment day. If the appointment is an emergency and only bookable on the day, the student can be given retrospective authorisation. In this case, the student should email [attendance@fourthmonkey.co.uk](mailto:attendance@fourthmonkey.co.uk) as soon as possible to inform the Training & Academic Services Officer that they need an absence for medical reasons providing supporting documentation. If the absence is part of a student's Individual Learning Plan (ILP), this will be agreed and authorised as a reasonable adjustment by Student Services.
- 3.2 For all absences due to medical appointments, Fourth Monkey require proof of appointment. This should be emailed to [attendance@fourthmonkey.co.uk](mailto:attendance@fourthmonkey.co.uk) when requesting the authorisation of absence.
- 3.3 In exceptional circumstances, a student may need to request an emergency absence, such as seeing a medical professional after sustaining an injury while attending a scheduled activity. In these circumstances, the student should



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report to the Training & Academic Services Officer / another member of staff in the Fourth Monkey Office to request permission prior to departure from the building.

- 3.4 If a student is ill and feels they are unable to attend scheduled activities on the day, they should call the Fourth Monkey Office on 020 7281 0360 to speak to the Training & Academic Services Officer **and** email [attendance@fourthmonkey.co.uk](mailto:attendance@fourthmonkey.co.uk) (attaching any relevant supporting documents) before their first scheduled activity. If the Training & Academic Services Officer is unavailable, the student should speak to another member of staff. All absences must be reported at the student's earliest convenience to ensure their wellbeing when not onsite. Absences supported with appropriate documentation (i.e. a doctor's note) will be granted with an authorisation. Failure to provide this will result in an unauthorised absence. For further information on authorised and unauthorised absences please refer to the Academic Engagement Flowchart.
- 3.5 If a student is too ill to attend the first scheduled activity of the day, they will be signed off for the whole day and should not return until the next day they are scheduled to be in class.
- 3.6 A student must ensure they call the Fourth Monkey Office on 020 7281 0360 **and** email [attendance@fourthmonkey.co.uk](mailto:attendance@fourthmonkey.co.uk), before their first scheduled activity each day they are too ill to attend.
- 3.7 In line with industry expectations and professional practice, if a student feels mildly or moderately unwell, they are expected to attend classes, sit to one side, and take notes.
- 3.8 As with all absences, students must ensure they catch up on any work missed, by speaking to their Training Buddy, prior to the next class.
- 3.9 The reason for absence will be considered the same where no break in the absence occurs. For further clarification on what would be deemed a period of absence, please see the examples below.
  - 3.9.1 Should a student not attend training on a Tuesday due to sickness, and should that student fail to inform the Training & Academic Services team attaching relevant supporting documentation, their absence will be considered unauthorised.



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- 3.9.2 Should the illness / circumstances in 3.9.1 persist, and the student remains unable to attend on Wednesday, this will be considered the same instance of unauthorised absence.
- 3.9.3 Should the reason for their absence change between the Tuesday and the Wednesday, this will be considered as two unauthorised absences.
- 3.9.4 If the student were to be absent on the Tuesday, but return to training on the Wednesday, and then be unable to attend Thursday this will be considered as two instances of unauthorised absence - even if the reason for said absence was the same on both days, there has been a break in the period of absence.

### **4.0 Online Learning & Technology Problems**

When working online we understand that students may, on occasion, encounter technology problems. These problems will be treated sympathetically. If, however, a student is persistently late and indicates that this is due to a technical problem, we will likely require an explanation as to why this is the case and evidence provided to show what steps the student has taken to resolve the problem. For example, these steps may include the purchase of a WiFi booster to alleviate connection problems. A student should call the Fourth Monkey Office immediately on 020 7281 0360 and email [attendance@fourthmonkey.co.uk](mailto:attendance@fourthmonkey.co.uk) if possible, regarding any continual technical problems they are encountering.

- 4.1 If a student cannot connect or the connection drops out in the middle of a scheduled activity, the student should immediately call the Fourth Monkey Office on 020 7281 0360 to inform the Training & Academic Services Officer / member of staff for our records. As with any absence the student will need to catch up on any work missed in full, with their Training Buddy, prior to their next class.
- 4.2 If a practitioner experiences a technology problem, we expect all students to remain available for the duration of the scheduled activity. The Bubble Rep / member of the ensemble should immediately let Fourth Monkey know that the practitioner is experiencing a technological problem by calling 020 7281 0360.



Fourth Monkey will then contact all students with further information on how the scheduled activity will continue.

- 4.3 All of the above applies in any permutation of online learning i.e. the student(s) working online and the practitioner working in person and vice versa.

## 5.0 Academic Engagement Procedure

The Academic Engagement Procedure outlines the stages taken by Fourth Monkey with students who are persistently late or absent from scheduled activities without authorisation.

For the purposes of this Academic Engagement Policy and Procedure, unauthorised absence is recorded each day a student is absent without prior authorisation as per section 3.0 Authorising Absence of this policy. As per point 1.4, continuous, extended or persistent periods of absence or lateness may also lead to the enactment of the below procedure, due to the amount of study missed. In exceptional circumstances, these procedural steps may be fast tracked in support of the student, their learning, and their wellbeing.

- 5.1 Upon the instance of unauthorised absence or lateness there will be an email / informal follow up conversation with the Training & Academic Services Officer to ascertain the reason for the occurrence.
- 5.2 A Fourth Monkey Stage 1 Warning will be triggered when three unauthorised absences or lateness occurs for a third time in one study block. A verbal warning will be issued by the Training & Academic Services Officer in a meeting with the student. This will be followed up via email to record the date given.
- 5.3 A Fourth Monkey Stage 2 Warning will be triggered when additional unauthorised absences or lateness occurs for a sixth time in one study block. A written warning will be issued by the Training & Academic Services Officer. The Head of Year / Course Mentor, the Director of Training and / or Artistic Director will be copied into this correspondence.





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- 5.4 A Fourth Monkey Stage 3 Warning will be triggered when additional unauthorised absences or lateness occurs for an eighth time in one study block. A meeting will be held with the Training & Academic Services Officer and Head of Year. A Fourth Monkey Training Agreement may be agreed with the student to enable them to be retained, monitored, and supported in their commitment to training.
- 5.5 A Fourth Monkey Stage 4 Warning will be triggered with an unauthorised absence or lateness for a ninth time in one study block - or if the student has failed to adhere to the conditions of their previously established Fourth Monkey Training Agreement. A meeting will be held with the Head of Year, the Director of Training and / or Artistic Director. The Training & Academic Services Officer will attend this meeting to minute any agreed further action.
- 5.6 A Fourth Monkey Stage 5 Warning will be triggered when an additional unauthorised absence or lateness occurs for a tenth time in one study block - or if the student has failed to adhere to the conditions of their previously established Fourth Monkey Training Agreement. At this point, the student's fitness to study will be examined. A meeting will take place with the Director of Training and / or Artistic Director and the Training & Academic Services Officer. Where relevant the Head of Year and / or Student Services may also be in attendance. This meeting could result in dismissal from training at the discretion of the Director of Training / Artistic Director. Alternatively, a Professional Conduct Agreement or Monkey Support Plan may be agreed with the student to enable them to be retained, monitored, and supported in their commitment to training. The Training & Academic Services Officer will minute the agreed further action.

## **6.0 Reasonable Adjustments**

Where appropriate, Fourth Monkey will make adjustments to the attendance requirements for specific students as part of their Individual Learning Plan (ILP). We may also give students permission to arrive late on occasion and still participate in a scheduled activity should they have a particular condition, impairment or authorised appointment which results in the need for such absence. Fourth Monkey will work with students, through their ILP, to agree what is and what is not reasonable in the context of their particular circumstance and the needs of the course.



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## 7.0 Appeals

When Fourth Monkey enacts one of the stages of the Academic Engagement Procedure with a student, the student has the opportunity to appeal any decision made. The Appeals Procedure is in accordance with our Complaints & Appeals Policy and should be referred to for more information.

