

FOURTH MONKEY ATTENDANCE POLICY

Green Lit

You will have full access to the day's classes, tutorials and rehearsals, along with the building's facilities - throughout the training day, break periods and after the end of the timetabled day.

Amber Lit

You will not be permitted to attend classes or rehearsals whilst amber lit. You will, however, still be able to attend meetings and one-to-one tutorials. You will be encouraged to stay on site to work, and will have access to studios at breaktimes and at the end of the timetabled day.

Red Lit

When red lit, you will not be allowed to attend classes, rehearsals or tutorials for the day. You won't be able to use the facilities for the day in question - during class times, breaks or at the end of the day. You will be requested to remain off-site.

AUTHORISED ABSENCE

This must be booked in advance (minimum of 24 hours before absence).

This must be approved by a member of the Training and Academic Services Team or Training Team.

In emergencies, an absence may be authorised retrospectively.

Mitigating circumstances may apply.

Examples of circumstances that may be authorised: doctor's appointment; hospital appointment; therapist's appointment; funeral.

LATENESS

A lateness will result in you being amber lit for the session in question and the remainder of the day.

If you have arrived late, you must report to a member of the Training and Academic Services or Training Team.

In the event of lateness, you will be encouraged to remain on site, and to continue your work in one of the communal areas.

UNAUTHORISED ABSENCE

Absences will not be authorised on the day.

You are still required to call in and speak to a member of the Training and Academic Services Team to inform them of your absence - even if it is not being authorised. This is to ensure your safety.

An unauthorised absence will result in you being red lit.

If you are too ill to attend training in the morning, you should not attend later in the day. We want you to rest to ensure you can meaningfully engage with the training on the next day.