



Attendance Policy and Procedure

Policy Management

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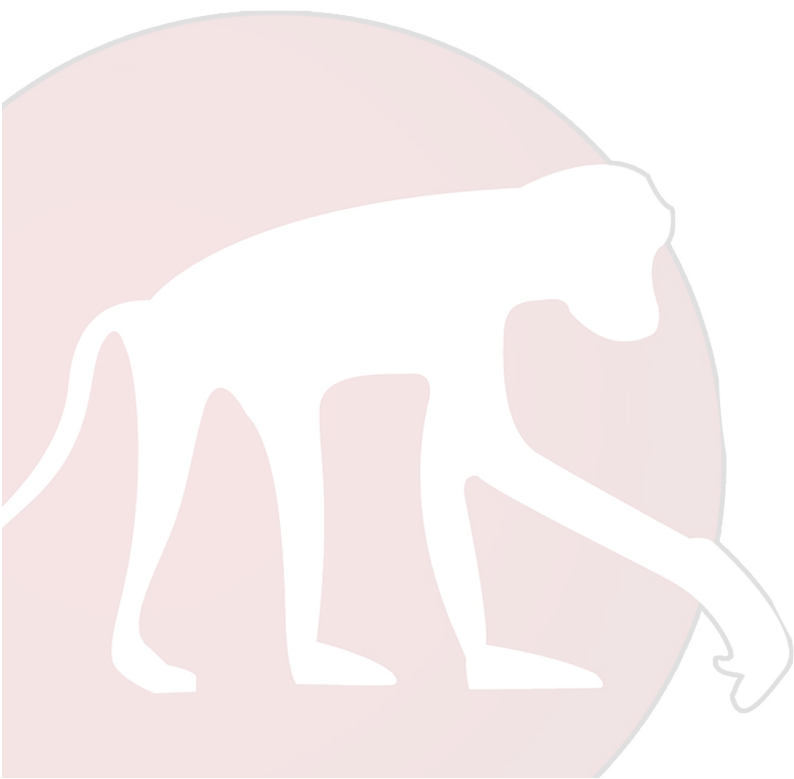
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1.0 Introduction

This policy outlines and details the approach taken at Fourth Monkey in monitoring the 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 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 receipt of funding and for students to be able to receive maintenance funds.
- 1.2 This policy applies to all students registered on all full-time and part-time vocational and accredited courses including when these courses are being taught via online learning.
- 1.3 In accordance with these regulations, Fourth Monkey describes academic engagement as being indicated by activities such as: attending scheduled activities such as seminars, workshops, practical classes, rehearsals and tutorials; participating in studio practice and performance; submitting assessments.
- 1.4 Equivalent processes will be followed in the case of any category of student not explicitly noted in this document.
- 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 lower 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 and will conceivably negatively impact their assessment and progression.



- 1.7 Students with a lower attendance level than the required 90% required by Fourth Monkey's training, may impact their assessment grades and may not be allowed to progress to the next academic level (ie transitioning from Level 4 to Level 5, or from Level 5 to Level 6). This will be at the discretion of the Artistic Director / Director of Training – the decision for which will be arrived at through discussion in conjunction with Falmouth University and their academic policies relating to student progression and the requirements therewithin in relation to levels of attainment and outstanding learning credits.
- 1.8 For clarity regarding attendance, a traffic light system is in place to indicate what access a student has throughout the building – and at what time.
 - 1.8.1 Green Lit: The student 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.
 - 1.8.2 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.
 - 1.8.3 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.

2.0 Attendance Monitoring

The attendance of all students on taught courses is monitored via class registers taken by the member of staff delivering / facilitating the scheduled activity. For the purposes of this policy, a scheduled activity may be a seminar, workshop, practical class, rehearsal, tutorial, online learning or any other timetabled activity. Academic departments will retain records of class attendance. Student Administration will conduct sample audits of registers.



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

- 2.1 Students are responsible for notifying the Training & Academic Services Officer of any absence from any scheduled activity directly and immediately. Students causing concern will be referred on to pastoral and / or academic support and guidance where appropriate for additional specific support, in accordance with the Attendance Procedure detailed in this policy.
- 2.2 When a student is absent, they are expected to catch up on any work missed, by asking their Training Buddy, prior to the next class. Where possible, the act of 'catching up' should be undertaken practically rather than solely in the exchange of notes.
- 2.3 The timetable or call sheet indicates when the scheduled activity for the day is due to start. Classes will start on time and 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 locked-out. A lock-out means a student will not be allowed to enter the class and they will be registered as late in accordance with the Attendance Procedure detailed in this policy. A 'lock-out' will result in the student being amber lit for whatever portion of the training day remains.
- 2.5 Should lock-out occur, the student should report to the Training & Academic Services Officer or Training Office. Under such circumstances, the student in question will not be permitted to attend the session in question or any subsequent lessons on the day in question. The student will still be permitted to use the facilities for the remainder of the day, will not be permitted to attend classes, tutorials or rehearsals. Mitigating circumstances may be considered on a case-by-case basis but must be authorised by a member of the Training and/or Academic Services Team. The student will be encouraged to work independently within one of the communal spaces for the remainder of the day.
- 2.6 It should be noted that failure to comply with the lock-out procedure (for example, attending a class having previously been locked out in the day) may result in disciplinary action, and will be viewed as an issue pertaining to professional conduct.



- 2.7 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 not working in person.
- 2.8 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. 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 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 on which our training is based. Absence for exceptional circumstances will need to be authorised by emailing the Training & Academic Services Officer.

- 3.1 Absence for medical appointments is permitted, providing it has been authorised by emailing the Training & Academic Services Officer to request permission. This should be sent in advance and requested at the earliest opportunity or at least by 24 hours before the absence. If the appointment is an emergency and only bookable on the day, the student can be given retrospective permission. In this case, the student should email the Training & Academic Services Officer as soon as possible to inform them that they need an absence for medical reasons, unless it is part of their Individual Learning Plan and therefore an agreed and authorised reasonable adjustment.
- 3.2 For all absences due to medical appointments, Fourth Monkey require proof of appointment. This should be emailed to the Training & Academic Services Officer 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 report to the Training & Academic Services Officer in the Fourth Monkey Office to request permission prior to departure from the building.



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- 3.4 If a student is ill and feels they are unable to attend their scheduled activities on the day, they should call the Fourth Monkey Office, before their first scheduled activity, and speak to the Training & Academic Services Officer. If the Training & Academic Services Officer is unavailable the student should speak to another member of staff. Any absence reported on the day will not be authorised, nevertheless, said absence must be reported at the student's earliest convenience to ensure their wellbeing when not on site.
- 3.5 If a student is too ill to attend their 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 Students must ensure they call the Fourth Monkey Office, before their first scheduled activity, each day they are too ill to attend.
- 3.7 As with all absences, students must ensure they catch up on any work missed, by asking their Training Buddy, prior to the next class.
- 3.8 An unauthorised absence will result in the student being red lit for the day.
- 3.9 An absence will be considered as the same instance of absence for as long as the student is reporting the same reason for their non-attendance 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, their absence will be considered unauthorised.
- 3.9.2 Should the illness/circumstances in 3.9.1 persist, and they remain unable to attend on Wednesday, this will be the same instance of unauthorised absence.
- 3.9.3 Should the reason for their absence change between the Tuesday and the Wednesday, this would 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 would be considered to be two instances of unauthorised



absence – even if the reason for said absence was same on both days, as 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 email the Senior Training & Academic Services Officer immediately 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 call the Fourth Monkey Office immediately to inform a 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 or a nominated student should let Fourth Monkey know immediately that the practitioner is experiencing a technology problem. Fourth Monkey will then be in contact with the students with further information on how the scheduled activity will continue.
- 4.3 All of the above applies whether the student or practitioner is working online, irrespective of whether or not one of the students or the practitioner are working in person.

5.0 Attendance Procedure

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



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For the purposes of the Attendance Procedure, an unauthorised absence is recorded each day a student is absent without prior authorisation as detailed in the Authorising Absence section of this policy.

For additional clarity on the Attendance Procedure, please see the Attendance Policy flow chart, detailing the progression of meetings and outcomes.

- 5.1 Upon each instance of unauthorised absence or lateness where a student has been Red or Amber Lit, there will be an informal chat with the relevant Head of Year to ascertain the reason for the occurrence.
- 5.2 A Fourth Monkey Stage 1 Meeting will be triggered when three unauthorised absence or lateness occurs resulting in the student being Red or Amber Lit for a third time in one Study Block. A verbal warning will be issued by the Head of Year and the Training & Academic Services Officer. This will be followed up by an email to the student to record date given.
- 5.3 A Fourth Monkey Stage 2 Meeting will be triggered when additional unauthorised absences or lateness occurs resulting in the student being Red or Amber Lit for a sixth time in one Study Block. A Written Warning will be issued by the Course Leader and the Training & Academic Services Officer. The Director of Training / Head of Centre will be copied into this correspondence.
- 5.4 A Fourth Monkey Stage 3 Meeting (Falmouth University Meeting Level 1 Equivalent) will be triggered when additional unauthorised absences or lateness occurs resulting in the student being Red or Amber Lit for an eighth time in one Study Block. The meeting held with the Head of Course / Head of Centre of Excellence and Training & Academic Services Officer. 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 Meeting (Falmouth University Meeting Level 2 Equivalent) will be triggered when an additional unauthorised absence or lateness occurs resulting in the student being Red or Amber Lit 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 held with the Head of Course / Head of Centre of Excellence and the Director of Training / Artistic Director. The relevant Training & Academic Services Officer will attend this meeting to minute any agreed further action.



5.6 A Fourth Monkey Stage 5 Meeting (Falmouth University Meeting Level 3 Equivalent) will be triggered when an additional unauthorised absence or lateness occurs resulting in the student being Red or Amber Lit 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. This meeting will take place with the Director of Training / Artistic Director and a member of the Training and Academic Services Department. This 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 relevant Training & Academic Services Officer will attend this meeting to minute any 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. We may also give students permission to arrive late on occasions and still join the 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 Individual Learning Plan, to agree what is and what is not reasonable in the context of their particular circumstance.

7.0 Appeals

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

