

IAB Student Attendance Policy

Responsibility for the Policy:	Director of Administration
Relevant to:	All Students
Approved by:	Academic Strategy Team
Date Introduced:	January 2018, Updated July 2018, September 2019, September 2021
Next Review Date:	September 2023

Relevant Documents:

IAB Student Handbook
The Programme Guide

Related Policies and Documents:

IAB Student Discipline Policy
IAB Financial Aid Policy
IAB Fitness to Study
Policy
IAB Student Withdrawal Policy
IAB Student Social Networking and
MediaStatement

Context:

Students are expected to attend 100% of timetabled classes, rehearsals and other related learning activities. Where attendance falls below 100%, excluding illness or excused absence, this will be considered a breach of contract with the IAB and may ultimately result in the student being withdrawn from the programme of study.

Undertaking group and teamwork is central to each programme of study and is the required norm for the industry.

The Policy recognises that unexplained absence, deliberate missing of particular classes and lateness significantly affects not only the attainment of the student themselves but also the attainment of fellow students on the programme.

The IAB will fully support any student who has justifiable reasons for not being able to maintain 100% of timetabled classes, rehearsals and other related learning activities.

Students are expected to arrive in good time for each of their timetabled and/or other arranged learning activities including, taught classes, rehearsals, workshops and/or given preparatory group work outside of taught hours.

Students are expected to attend 100% of timetabled classes, rehearsals and other related learning activities.

The IAB will excuse students from attending class if they have a justifiable reason, for example medical evidence advising that time should be taken off or suffer a family bereavement.

The procedure to seek advanced approval for an excused absence should be followed. See the IAB Student Handbook.

The IAB accepts that sudden unforeseen absences can also occur, for example an accident happens or the student is taken ill before leaving for classes that day.

The procedure in the event of a sudden or unforeseen absence should be followed. See the IAB Student Handbook.

The IAB will take action when students are absent without a justifiable reason and/or choose to absent themselves from particular classes on their timetable and/or at the same time each week and/or are repeatedly late and/or do not honour agreed/arranged rehearsals with their fellow students.

The action that will be taken is determined by the type of unexcused absence and includes invoking the Fitness to Study Policy and/or Attendance Monitoring and/or Probation Attendance.

The action taken will also recognise the academic risk caused to other students.

Where there is no change to behaviour and the student continues to have unexcused absences the IAB will withdraw the student from the programme.