Institute of the Arts Barcelona

IAB Student Attendance Policy

Policy

Institute of the Arts Barcelona

IAB Student Attendance Policy

Policy Details

Responsibility for the Policy	Principal
Relevant to	All Students
Approved by	Senior Leadership Team
Date Introduced	January 2018
Reviewed	July 2018, September 2019,September 2021, September 2023, August 2024
Next Review Date	September 2027
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 Media Statement

Context

Attendance, punctuality and participation in all scheduled lectures, workshops, rehearsals, performances, classes and tutorials is mandatory. The primary goal of the IAB programmes is to prepare students for a professional life in the performing arts. A critical part of working successfully in the performing arts is punctuality and attendance.

Where attendance falls below 100%, or where students are continually late, excluding illness or excused absence, the student will be considered in breach of contract with the IAB and may ultimately result in withdrawal from the programme of study.

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.

This document will outline all principles and procedures regarding Attendance and Punctuality.

Key Policy Principles

1. The IAB expects students to be punctual for all scheduled learning sessions. Penalties for unapproved lateness and non-attendance are explained in this policy.
2. Students are active participants in their learning experience and must take responsibility for achieving their potential through engagement in all aspects of their learning.
3. The IAB's monitoring of punctuality and attendance provides an indication of student commitment, motivation and any difficulties which need to be addressed; it is an essential element of helping individuals to learn and achieve.
4. Attendance and academic progression are closely linked. Students who regularly attend classes are more likely to enjoy a rewarding academic experience in which core skills and abilities are developed.
5. Attendance is a key component in student retention, progression, achievement and employability. It is therefore important that IAB has effective mechanisms in place to monitor attendance, and to support and engage positively with students who are unable to sustain punctual or regular attendance in their studies.
6. Each student is made aware of the attendance requirements and consequences of non- attendance in writing and will be advised in writing when a penalty has been incurred and informed of the support available to them.

Types of Absence and Procedures

Attendance will be taken at the start of each lecture.

Students who do not attend a lecture will be noted as absent. The type of absence recorded will depend upon whether the following conditions/steps have been taken to justify an Authorised Absence.

1. Authorised Absence

An absence will be considered authorised only after receiving the Absence Approval form with the evidence note attached (medical note, appointment note etc).

Legitimate reasons may include:

- Illness, injury.
- Medical or legal appointments - although these appointments should be arranged, whenever possible, outside of timetabled class time so that classes/rehearsals are

not missed. Preferably such appointments should be made for evenings, weekends or holidays.

- Bereavement
- Other reason properly justified may be considered by the Programme Leader/ Academic Administration.

1.1. Authorised Absence known in advance

If a student knows in advance that they have a legitimate reason for needing to be absent, they are required to request approval for the absence with their **Programme Leader** and then submit the ***Absence Approval Form*** **at least 48** hours in advance of the absence.

1.2. Unforeseen Absence

If a student is ill or must be absent for an unforeseen circumstance, **they must inform the IAB of this by 9am** each day of absence through the ***Absence Approval Form*** .

Where a student has been absent due to illness for more than three consecutive days, a medical certificate must be provided. In the event that a student fails to produce a medical certificate after three days of unforeseen absence, they will be considered to have taken **unauthorised absence** .

Unless special arrangements are approved, if a student is ill in the morning, it is expected that the student will miss the full day and are not permitted to return to their timetabled studies. This is due to health and safety measures and for students' own wellbeing.

In certain mitigating circumstances, absences can be authorised retrospectively. Students will be required to make a formal request, in writing, to their Programme Leader, along with evidence at their earliest convenience.

2. Unauthorised Absence

If a student is absent from any of their studies without prior approval and evidence, this is an unauthorised absence.

If a student is late for lectures without prior approval, they may be barred from the class; this will also be considered an unauthorised absence.

In order not to be considered late, the student must be present, correctly attired and ready to start the lecture.

If a student arrives late and is barred from a lecture and then refuses to leave when asked to do so, may be subject to the *IAB Student Discipline Policy*.

3. Minimum Attendance Requirements

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.

If a student has **more than 3 Unauthorised Absences** within the academic calendar, action will be taken. The action taken is determined by the type of unauthorised absence and includes invoking the *IAB Fitness to Study Policy* and/or *Attendance Monitoring and/or Probation Attendance*. The action taken will also recognize the academic risk caused to other students.

Where there is no change to behaviour and the student continues to have Unauthorised Absences, the IAB will withdraw the student from the programme in line with the IAB Fitness to Study Policy.

For accruing Authorised Absences, students must meet the minimum attendance requirements in order to progress in their training. If a student requests **more than 10 Authorised Absences** within the academic calendar, they may be placed on the IAB Student Fitness to Study Policy at the discretion of their Head of Department.

In instances of ongoing illness, injury or any other prolonged absence, the student will be called to a meeting with their Head of Department/Programme Leader and Student Services. The student may be given the opportunity to defer from their studies, counselled to withdraw from the programme, or in the case of final year students, permitted to continue, pending the circumstances.

Appeals

If a student feels that action has been taken against them that is incorrect, they can file an appeal through the *IAB Student Complaints Policy*.