Participation and Attendance Policy and Procedures

Version	**1.0**
Effective date	**September 2015**
Date for review	**January 2016**
Policy owner	**Registrar**
Reference points	**Middlesex University Regulations 2014/15 (Section C2); ACM Student Handbooks; Guildford College Rules on Attendance**
Audience / handling notes	**Public**
Dissemination and implementation plan	This Participation and Attendance Policy will be published on the ACM website and MyACM for reference by students, staff and all other stakeholders. Heads of School will be directed to where this policy is published and will be responsible for the dissemination of the policy and procedures to academic staff; the Registrar will be responsible for the dissemination of the policy and procedures to support staff. Registry will be responsible for the application of the policy and procedures. Students will be informed by email that this information has been updated and is available on the ACM website and MyACM application.
Approving Committee	**Policy and Strategy Committee**
Date approved	

Version	Date	Activity

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Initial Equalities Impact Assessment (EIA) Questions for ACM Policies:

Equality Impact Assessments (EIA) are a legal requirement of public bodies and form part of the specific duties on universities and colleges to help them meet their general equality duties. For more information on EIA, please refer to the ACM Equality and Diversity Policy.

An EIA involves gathering and using evidence to make a judgement about how a particular policy or practice affects, or is likely to affect, protected equality groups of people when it is implemented. Protected groups[1] are identified in the Equality Act 2010 as sharing a particular characteristic against which it is illegal to discriminate. The assessment should identify whether the policy and its related procedures affect people from different equality strands in different ways and if they do then it should establish whether the differential impact is positive, negative or neutral.

This form is intended to provide a quick assessment of whether a policy requires a Full EIA. It is also intended to be used to EIA all new policies.

a)   Is there any aspect of the policy, procedure or practice that is likely to have a differential impact (negative or positive) on any of the protected characteristics?
⊠   No
☐   Yes
          If yes, identify how the impact would affect the specific equality strand:

b)   Is there a possibility of unlawful discrimination, directly or indirectly, on any of the protected characteristics?
⊠   No
☐   Yes

c)   Could there be an effect on relations between certain groups?
⊠   No
☐   Yes

d)   Can the above differences be justified?
☐   No
☐   Yes
⊠   N/A

e)   What mechanisms are in place to monitor the application of the policy, procedure or practice across people from all protected equality groups? Please explain:

Registry will record the number and type of absences by each student in an academic year in order to identify trends, evaluate the effectiveness of and make enhancements to the Participation and Attendance Policy.

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[1] The nine protected groups are defined in the ACM Equality and Diversity Policy. In brief, they are: Age; Disability; Gender re-assignment; Marriage and civil partnership; Pregnancy and maternity; Race; Religion and belief; Sex; Sexual orientation.

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Participation and Attendance

1. Policy Statement

1.1. This policy describes how the Academy of Contemporary Music (ACM) looks upon the issue of student participation and attendance at timetabled activities.

1.2. This policy applies to all students and is designed to ensure that students are treated in a fair and equitable manner.

1.3. The Registrar is responsible for managing and reviewing this policy and Registry staff are responsible for the effective operation of the Participation and Attendance Policy outlined below.

1.4. The content of this policy aligns with government legislation, the regulations of ACM's validating partners and other external stakeholders to whom ACM must make reference.

1.5. The Participation and Attendance Policy has a link with the following policies and procedures:
- o Academic Misconduct
- o Assessment
- o Deferral of Assessment
- o Extenuating Circumstances
- o Student Complaints & Grievances
- o Student Disciplinary
- o Student Disciplinary Appeals
- o Student Debt Management
- o Student Fees
- o Student Fee Refund
- o Withdrawal and Interruption

2. Objectives

2.1. To explain in an open, transparent and accessible way ACM's requirements for student participation and attendance.

2.2. To describe ACM's use of registers to record attendance.

2.3. To describe the procedures by which students properly request permission to be absent from timetabled activities in advance of the session.

3. Participation

3.1. ACM considers that the learning achieved by its students derives from the learning opportunities provided together with the commitment of time and practical effort and the intellectual investment that the student makes.

3.2. ACM defines 'learning opportunities' as the combination of the curriculum, tuition, supervision, advice and support, and facilities it makes available to its students so they can learn.

3.3. Students' contribution to their own learning derives from their readiness to participate in the learning opportunities provided; their preparation for and participation in the classes,

workshops, tutorials, practice/studio sessions and other opportunities made available to them; their submission of their work for assessment, their responses made to feedback on their assessments; and their feedback on the learning opportunities they have experienced. Learning best takes place when students take full advantage of the learning opportunities available to them and to do so requires a full commitment to the programme of studies.

3.4. ACM students are expected to commit to study for 40 hours or more each week that their programme is in session. This figure derives from the credit values assigned to each module, where one credit is linked to a notional 10 hours of learning whether with a tutor, other students or self-directed.

4. Attendance

4.1. Attendance at all timetabled activities is compulsory for all students who have agreed to join the programme. The attendance requirements for the programme cover all modules.

4.2. Students are expected to attend 100% of timetabled sessions and registers are taken at all sessions. The registration system is closely monitored and poor attendance can lead to students being denied assessment opportunity, exclusion from certain additional resources or being withdrawn from the programme. Poor attendance can have a negative impact on a student's academic progress and overall experience.

4.3. Attendance is monitored by Registry and Academic Staff and students will be contacted if they have missed consecutive sessions in a module or if their overall attendance over a two week period falls below 75%.

4.4. Should a Higher Education student's overall attendance in a module fall below 50% the student may be excluded from the assessment and graded 'X' (ineligible for assessment due to unsatisfactory attendance/participation but may be retaken with permission) in the module.

For Higher Education (Cert HE and Degree) students this is in accordance with the University Regulations on Attendance:

http://www.mdx.ac.uk/about-us/policies/university-regulations
(Undergraduate Taught Programmes - Section C2).

4.5. For Diploma students, this is in line with our Further Education partners.

4.6. Where there are no confirmed extenuating circumstances and the Student has failed to respond to any warnings given within a specific time period (typically 4 weeks) the Student will have their registration terminated.

4.7. Students who leave the programme, for whatever reason, may be liable for any fees as outlined in their contract and ACM's fee policy or as required through external arrangements such as student loan agreements.

5. Registers

5.1. Registers are taken at the start of all lectures. It is the responsibility of the student to ensure they have been marked in the register of lectures they attend. It is not the

responsibility of the lecturer to interrupt the flow of their teaching to mark a student in the register if they arrive late.

5.2. If the Student arrives late to a lecture, he/she must see the tutor at the end of the lecture and ensure that they are marked in the register. *Attendance cannot be backdated*.

5.3. If the Student has attended lectures but failed to gain correct registration, he/she will still be issued with the relevant warnings. Registers are the only legal document that can account for students' attendance.

6. Absences

6.1. Students should be aware that absences could impact on educational attainment level and the ability to continue on the programme. It can also affect student funding.

6.2. Students must not book tutorials or engage in extra-curricular activities at the time of scheduled lectures.

6.3. Students should ensure that holidays, musical activities (including events/auditions organised by Industry Link) and other non-urgent appointments are undertaken outside of lecture and examination times and other timetabled activity.

6.4. If the situation arises that high-level professional musical engagements, or significant illness, affect the Student's ability to attend lectures, it may be necessary to 'interrupt' their studies. Students should refer to their Head of School in such cases at the earliest opportunity.

6.5. If the Student is absent from a scheduled lecture with mitigating circumstances, he/she must inform Registry. The Student can do this in one of three ways:

6.5.1. complete an *Absence* form, which is available from Registry;
6.5.2. phoning Registry via the main switchboard number;
6.5.3. emailing registry@acm.ac.uk.

Students must notify Registry at the earliest opportunity either upon their return to ACM or before the date they will be absent (if known in advance). Students are required to provide the necessary supporting documentation when submitting their *Absence* form, but if it is not available, no later than 20 working days after submission of the form.

Procedures (Recording of Absence from Timetabled Activity)

1. Student completes *Absence* form attaching supporting evidence as required:

> - **Illness or injury -** an original medical certificate must be provided and be signed, dated and stamped by an approved Doctor/Surgery/Hospital. It must state what you are suffering from, the period of time affected and how it may affect your academic performance
> - **Death of a relative or friend** - normally a copy of the death certificate
> - **Burglary or theft** – a Police crime report or case reference number
> - **Public transport delay of over 1 hour** – evidence such as photographic evidence of the delay, screen shot of the website, news report or a letter from the Operating Company.
> - **Private transport problem** – will only be considered if acceptable authoritative evidence is supplied

2. Student submits *Absence* form and supporting evidence to Registry no later than 10 working days after the recorded deadline. Supporting evidence should be submitted no later than 20 working days after submission of the form, otherwise the absence may not be authorised.

3. Registry log *Absence* form and supporting evidence.

4. Registry assesses evidence and either authorises or rejects the absence.

5. Registry informs student of decision in writing. Registry also updates the student's record on the MIS.

6. Students will receive a response to their submitted form within 5 working days.

7. The following would not normally be considered acceptable as a reason for absence from timetabled activities:

> - Gig, audition or other professional engagement
> - Wedding of a family member or friend
> - Death of a pet
> - Holiday which takes place during term time
> - Strike action on public transport which has been publicised in advance
> - Routine doctor or dental appointments