

RADA

Royal Academy of Dramatic Art

Attendance Policy

In this document, “you” and “your” means the student; “we”, “us” and “our” mean RADA. King’s College London may be referred to as King’s.

Introduction

1. This policy sets out our process to monitor your attendance on all higher education courses validated by King’s College London.
2. You are expected to attend all scheduled classes and other course-related activities on time, as outlined in RADA’s Code of Conduct.
3. RADA treats good time-keeping as an essential part of the learning experience and part of your preparation for professional life.
4. Attendance monitoring is also used to ensure that students are complying with the Code of Conduct, to support the identification of any wellbeing and development issues, and to monitor international students’ engagement for immigration purposes.
5. The Academic Regulations and Student Code of Conduct make it clear that lateness is not acceptable and that continued unauthorised lateness or absence may constitute misconduct (a disciplinary offence).
6. We aim to have a fair, robust approach to attendance that supports student engagement and underpins the collaborative working practices that are at the core of our courses.
7. Should there be any restrictions or widespread barriers to attendance outside of the control of RADA or its students (e.g. public health emergency, severe weather conditions or widespread transport disruption), this policy may be suspended or amended to accommodate this.

Definitions and Context

Attendance

8. Attendance refers to the expected attendance on each timetabled element of your course. This includes but is not limited to classes, rehearsals, seminars, tutorials,

rehearsals, and performances.

9. Attendance requirements are inclusive of all sessions whether they are run by RADA staff or external professionals, and whether they are in person or digital.

Monitoring

10. Monitoring refers to all recording of your attendance using digital or paper based systems.

On Time/Call Time

11. Your timetable or call sheet indicates when your class, rehearsal or work for the day is due to start. Our expectation is that your '**call time**' is always at least ten minutes before the time at which you are due to start. You need to be ready to work in the space (including a digital space) for the designated start time. 'Ready to work' means you are not just arriving, but warmed up, in the right clothes and with the right equipment to start.
12. The timetables have given space for breaks to allow for the staggered flow of people through the building (or for digital breaks if you are not working in person). You should therefore be able to be on time for each class.

Recording attendance

13. You should ensure that you are signed in at Reception at the start of your day and sign out when you are leaving for the day.
14. If we find you are regularly forgetting to sign out then this will be looked at under non-academic misconduct
15. Tutors will be taking registers at the start of each class/session and the Deputy Stage Manager (DSM) records attendance during any rehearsal period
16. If you are participating in digital teaching, you should join the session as instructed by your timetable/the tutor.
17. It is your responsibility to notify attendance@rada.ac.uk or telephone 020 7636 7076 if you are going to be absent for the day because you are ill or there is an emergency which means you cannot attend.
18. For anything that is not unforeseen, you should request permission for absence using the authorised absence form. This must be approved by your Course Leader/Director or Head of Department.
19. Repeated absence during a period of continuous assessment may result in failure of that assessment. If your absence is due to unforeseen circumstances, you should complete a mitigating circumstances form in order to request an alternative or deferred assessment.

Illness

20. If you are unwell or contagious, you should not attend until you are fit to do so, however you must inform us as soon as possible by contacting attendance@rada.ac.uk so that we can authorise your absence. You may be required to provide a fit note or similar medical evidence for illness lasting more than 7 days. If you do not inform us about your illness, your absence will be treated as unauthorised.
21. If you fall ill during the working day please make sure you email attendance@rada.ac.uk and your course leader to say why you need to leave for the rest of the day. Make sure you also let any tutors who's classes you will miss are emailed as well.
22. If additional support is required, you can register to be seen by The Wellbeing Service completing the form via this link: <https://live.uniticms.com/rada/register/?form=register>.
23. Please note that The Wellbeing Service will not provide an Attendance Letter.

Authorising Absence

24. If you require a period of absence for a particular reason, you should complete the Authorised Absence form and gain approval from your Course Director or Head of Department. Short periods of absence will be accommodated where possible, however it will not normally be possible to authorise absence that coincides with an assessment point or production.
25. It will not normally be possible to accommodate an absence of longer than one week. You may be required to apply for an interruption of studies if you need to take a longer break from your course or have an amended programme of study.

Medical Appointments

26. Absence for medical appointments is permitted, providing it has been approved by your Course Leader or Head of Department. You should complete the authorised absence form as soon as you become aware of the date and time of appointment
27. If the appointment is an emergency and only bookable on the day, you should report it in the same way as an illness or emergency. If you are absent for large numbers of medical appointments in a short period of time, we may require that you provide proof of attendance at these appointments for future permissions.
28. Please also note that approved absence is still recorded as an absence. Students who are not able to meet the requirements of their course due to large numbers of days absent may be referred into the Fitness to Train procedure.

Technology Problems

29. We recognise that students may experience technology problems on occasion, when working digitally. These will be treated sympathetically. If, however, you are persistently late and indicate that this is a technical problem, we will likely want some evidence for why this is the case and what steps you've taken to resolve the problem with RADA's IT support. If you find you cannot connect or your connection drops out mid-class, try to

let your teacher know. If, after 15 minutes, you cannot reconnect, we will not expect you to re-join, but will expect you to let us know that this has happened for the record.

30. If your teacher experiences an IT problem, then we expect you to remain available for 20 minutes after the class starts or interruption happens (assuming it is not at the end of a session) to try to reconnect. If, after that time, no reconnection has happened, you should assume the class has been ended early. Your teacher will notify us through the attendance inbox for the records. This applies whether you are working in person and your teacher is working digitally, you are working digitally or both of you are working digitally.

Reasonable adjustments

31. Where appropriate, RADA will make adjustments to the attendance requirements for certain students as part of a Learning Agreement (see the Reasonable Adjustments Policy for more information).
32. This might include permitting a student a short 'buffer' period during which they will not be marked as late. We would usually use this as a temporary measure to help students adjust to attendance requirements.
33. We might also give students permission to arrive late occasionally (we interpret 'occasionally' to mean no more than four times per term) and still join class if they have a particular condition or impairment which can result in the need for such absence.
34. RADA will work with students, through the Learning Agreement, to articulate what is and is not reasonable in the context of their particular disability or additional needs.

Accuracy of records

35. If you receive a notification of absence or lateness that you believe has been recorded incorrectly, you should contact your Course Coordinator with details, including a copy of any communications sent or application for authorised absence.

Action taken in response to unauthorised absences

36. Your Course co-ordinator will inform you and your course leader/course director if you accumulating more than three unauthorised absences and there are no mitigating factors associated with these absences.
37. S&AS will issue a written warning notifying you that any further unauthorised absences may trigger the student non-academic misconduct procedure. This procedure may lead to a number of outcomes, including suspension or expulsion from the course. . If appropriate you may be referred to the Student Wellbeing team or another member of staff for additional advice and support.
38. Where your absences mean that you have missed key information that may present a health and safety risk to you, or to others, you may be excluded from some activities and be asked to complete an alternative task.

Action taken in response to authorised absences

39. Your Course co-ordinator will inform you and your your course leader/course director when you hit ten sickness days and along with details from your tutors, it will be monitored how it may affect your training. If appropriate, you may be referred to the Student Wellbeing team or another member of staff for additional advice and support.

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