

Attendance Policy

1. Introduction

- 1.1. The Royal Academy of Dance (RAD) recognises that students come to the RAD as adults and are expected to work independently and be responsible for their own decisions and actions. However, the RAD has a responsibility to its students as well as external bodies to ensure that students are attending and studying so as to comply with regulatory requirements and the validating university's and the RAD's requirements.
- 1.2. The RAD offers programmes of study both onsite and by distance learning. The Attendance Policy governs all onsite aspects and elements of study, whether they take place at the RAD or at external venues, such as Partnership and Placement Schools.
- 1.3. The Attendance Policy specifies attendance for students studying onsite at the RAD Headquarters in London and provides guidance for the distance-learning programmes of study in relation to onsite provision and student participation. Clarification of 'attendance' with regards to re-assessments is also included.
- 1.4. At some institutions, issues relating to attendance and participation are referred to as 'Keeping Term'. In order to be eligible to receive awards of the validating university and the Royal Academy of Dance, candidates must have kept the terms required.
- 1.5. The policy should be read in conjunction with the Faculty of Education's [General Regulations](#).

2. Attendance

- 2.1. All students engaged in full or part-time study are required to fulfil their academic commitments and keep term.
- 2.2. To that end, students shall, as required by the regulations governing the degree or other programme or stand-alone module for which they are registered:
 - 2.2.1. attend all timetabled lectures and classes, tutorials, seminars, practical workshops, professional placements as well as examinations and assessments;
 - 2.2.2. attend all formal requirements of the programme, including Registration, Induction days, Intensive Study Seminars, Core Study Days and course-related external visits;
 - 2.2.3. fulfil all academic engagements and obligations to demonstrate academic progress to a satisfactory standard;

- 2.2.4. remain in attendance throughout the designated time span of each semester.
- 2.3. A student who, because of illness or other extenuating circumstances, is unable to fulfil his or her academic commitments should refer to guidance in the Programme Handbook and the Faculty of *Education's* [Extenuating Circumstances Policy](#). As soon as possible, the student should inform the relevant member of Faculty of Education staff as outlined in the Programme Handbook. Whenever possible the student will be required to make up the work missed in his or her own time.
- 2.4. Non-attendance of timetabled sessions and of formal programme requirements is deemed a failure to fulfil the academic commitments and a lack of participation. Disciplinary procedures will be followed as outlined in the Faculty of Education's [General Regulations](#) where a student fails to fulfil his or her academic commitments and ceases to participate in his or her programme of study, if there are no confirmed extenuating circumstances. Paragraphs 80 to 82 of the General Regulations delineate the process whereby a student's registration on a programme may be terminated due to lack of participation and/or lack of academic progress.
- 2.5. Students on placement shall also be required to comply with the policies and procedures with regards to attendance in operation at the placement school.

3. Attendance Monitoring

- 3.1. Attendance is recorded and monitored by individual module tutors and, for placements, mentors and School-based Tutors.
- 3.2. Attendance data will be recorded for the purposes of audit and also to allow analysis to identify those students who show irregular or inadequate patterns of attendance.
- 3.3. Attendance data will be used to fulfil the RAD's reporting obligations towards external organisations, such as the National College for Teaching and Leadership and UK Visas and Immigration, as well as external government bodies in respect of student funding.

4. Attendance for re-assessments

- 4.1. A student who has failed a module is reassessed on a single occasion in the units of assessment they have failed in order to pass the module and progress to the next academic level or stage of their programme, or to take their award. Re-assessments on both onsite or distance-learning programmes of study are either undertaken with or without attendance.
- 4.2. Re-assessments with attendance give students access to the same amount of tutoring hours as for the first attempt. An appropriate proportion of the tuition fee will be charged.

4.3. Re-assessments without attendance give students access to one hour of tutoring. A re-sit fee will be charged for each failed module.

5. Distance-learning students


5.1. Students on distance-learning programmes shall attend all onsite timetabled lectures, tutorials, and practical workshops delivered during Inductions, Intensive Study Seminars or Intensive Study Periods.

5.2. Students on distance-learning programmes are required to participate fully in their studies and to fulfil their academic commitments. Participation can be shown by engaging with tutors, Level Co-ordinators and online forum discussions as well as by submitting study tasks or formative/summative work.

5.3. A student who, because of illness or other extenuating circumstances, is unable to fulfil his or her academic commitments should refer to guidance in the Programme Handbook and the Faculty of Education's [Extenuating Circumstances Policy](#). As soon as possible, the student should inform the relevant member of Faculty of Education staff as outlined in the Programme Handbook.

5.4. Disciplinary procedures will be followed as outlined in the Faculty of Education's [General Regulations](#) where a student fails to fulfil his or her academic commitments and ceases to participate in his or her programme of study, if there are no confirmed extenuating circumstances.

5.5. For distance-learning students, non-submission of formative and/or summative assignments may be deemed to be an indication of non-participation and may result in disciplinary procedures.

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