



Attendance and Punctuality Policy

Effective Date: 01 January 2022

1. Introduction

Platinum Academy of Performing Arts (“Platinum Academy”, “we”, “us” or “our”) believes that attendance and punctuality is an essential part of the learning experience and part of our student’s preparation for professional life in an industry where promptness is the difference between keeping and losing a job. Good attendance helps students within our academy to maximise their learning.

The Student Code of Conduct makes it clear that lateness is not acceptable and that unauthorised lateness or absence constitute misconduct. Lateness and absences are recorded by Reception and/or Admin staff.

If you have any comments or questions about this Attendance & Punctuality Policy, feel free to contact us at admin@platinumacademy.co.uk

2. Aims

Platinum Academy is committed to providing leading training for students who wish to pursue a career in the Performing Arts industry and endeavour to provide a learning environment where everyone is valued and welcome. Platinum Academy along with its students and parents/carers share the responsibility for supporting and promoting excellent attendance and punctuality for all. For our students to take full advantage of the educational opportunities offered it is vital that they attend the academy on time and regularly, aiming to achieve 100% attendance.

To support these aims, Platinum Academy will aim to:

- Provide attendance information where appropriate
- Report on student’s attendance and punctuality
- Recognise good attendance and improving attendance
- Set targets for attendance and punctuality

3. Roles and responsibilities

- **Senior Leader** – A member of the Senior Leadership Team will oversee, direct and coordinate the Academy’s attendance and punctuality, ensuring that our Attendance and Punctuality Policy is consistently applied throughout the Academy. They will aim

to identify any attendance or punctuality issues and ensure that these are dealt with at an early stage to support the student and deal with any difficulties.

- **Reception/Admin Staff**
 - Responsible for the day-to-day recording of attendance within the Academy's Management Information System and generate reports to support tracking
 - Identify and follow up unauthorised absences and notify the Principal/Vice Principal of any concerns
 - Ensure any authorised absences are recorded into the Academy's MIS
- **Teaching Staff**
 - Ensure that all students are registered accurately in classes
 - Report suspected truancy to the Principal/Vice Principal
 - Communicate any concerns or underlying problems that may account for a student's absence
 - Support students with absence to engage with their learning
- **Students**
 - Attend the Academy as and when timetabled, unless they have an illness or authorised absence
 - Arrive to the Academy on time and punctual to classes
 - Take responsibility of registering with Reception upon arrival or signing-out if you are leaving the Academy during operating hours, as a result of a authorised absence
 - Inform the Academy of the first day of absence
 - Ensure that any absence is clearly accounted for by telephone or email to admin@platinumacademy.co.uk on the first and subsequent days of absence
 - Avoid scheduling non-urgent medical or dental appointments during the Academy's operating hours
 - Discuss with the Principal any planned absences well in advance
 - Support the Academy with aiming for 100% attendance throughout the year
 - Only request leave of absence if it is for an exceptional circumstance

4. Notifying the Academy

If the student is absent, the Academy should be notified as soon as possible;

- Via Telephone; or
- Via email to admin@platinumacademy.co.uk

If the absence is known in advance, for example a medical appointment, you should notify the Academy at least 24 hours before the absence by emailing admin@platinumacademy.co.uk.

If the absence is to last longer than one day, you should notify us on each day of the absence. If a doctor has recommended a fixed number of days of absence then we will need this in writing from a doctor or other health care professional and you would not need to call each day during this period.

If a student is absent and we have not heard from you, we will make contact in the morning of the absence.

5. Lateness/Punctuality

Students are being trained for professional life in an industry where promptness is the difference between keeping and losing a job.

It is important to be on time at the start of morning and afternoon sessions and to classes. Lateness is recorded daily. If a student is late due to a medical appointment, the Academy may authorise the lateness by coding it 'M'. Please be advised that, where possible, doctor or dentist appointments are to be made outside of school hours or during school holidays.

Students who are consistently late are disrupting not only their own learning but also that of the other students. Ongoing and repeated lateness is considered as unauthorised absence and may be subject to misconduct as outlined in the Student Code of Conduct.

Parents/Carers of students may be contacted for any concerns related with the student's attendance and punctuality. If lateness persists or support is not appropriate or declined, the Academy may look into terminating the student's enrolment as outlined in the Student Code of Conduct.

6. Support during absence and return from absence

It is important that during unavoidable, authorised extended periods of absence, students are supported to continue their study, where possible. The Academy will coordinate support and supply details of programmes of study and work.

On return from an unavoidable absence, the student is made to feel welcome. This will include ensuring that the student is helped to catch up on missed work and brought up to date with any information that has been passed to the other students. Action plans should be made to support the student with the catch-up of study.

7. Requests for leave of absence

It is at the discretion of the Principal to authorise any absence during term time. Any period of absence taken without the agreement of the Academy will be classed as unauthorised and the relevant sanctions put in place.

8. Updates to this Policy

We may update this Attendance and Punctuality Policy from time to time. When we make changes, we'll update the 'Effective Date' at the top of the Policy. We encourage you to check back periodically to review this Policy for any changes since your last visit.