



## *Student Attendance and Punctuality Procedure*

100% attendance is expected. Lateness and absence without a valid reason will be deemed as a disciplinary matter. Poor attendance could impact on the students' diploma outcome.

Students are expected to arrive 30 minutes before the start of their first class. That means on most days they will have signed in by 8.45am. Students are expected to be in the studio to warm-up 15 minutes before the class begins.

Students must still sign in at reception at Glisson Road even if their first class is at another site. Asking another student to sign in for them is not acceptable.

If they are slightly late for morning class with a valid reason, such as a doctor's appointment, they may join in at the teacher's discretion.

If they miss morning class, they may not be allowed to take part in classes for the day but must watch and complete an Observation Form. Exceptional circumstances will be considered.

If students need to be excused from college for a day, they must obtain permission from the Course Leaders.

If students are unable to attend college they must text the college phone on 07715485172 (including your name) or email [Natasha.Gardner@bodyworkds.co.uk](mailto:Natasha.Gardner@bodyworkds.co.uk) and [Steph.Franklin@bodyworkds.co.uk](mailto:Steph.Franklin@bodyworkds.co.uk) by 9am that morning and every subsequent morning that they are off. A message from another student is not acceptable. They will be marked as 'Absent' if they do not contact us.

If a student is missing from your class, it is your responsibility to let a Course Leader know as soon as you can.

Students may miss classes for injury clinic but they must excuse themselves with the teacher.

Late mornings and free periods are to be used for doctor's appointments etc. If students do have to leave college to attend an appointment before the end of the day, they must present proof of appointment to a Course Leader in advance, and sign out and sign back in, if they return.

Lateness to class is also not acceptable. Students should be in the correct studio by the time the class is due to start in the correct uniform. The timetable can be tight, but there is always at least 15 minutes to change sites, so this is not an excuse for being late. If class has started when a student arrives, they will only be allowed to participate at the teacher's discretion.

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