



POINT BLANK

MUSIC SCHOOL

STUDENT ATTENDANCE POLICY

DOCUMENT CONTROL BOX

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Document Revision History

Version Log

Committee / Approval Date	Author	Version	Publication Date	Page Reference & Summary

Related Documentation

Document Reference No. (Policy version / Supporting doc. #)	Document Type	Link or Dept. Owner	Document Title

1. PURPOSE

- 1.1 The purpose of this policy is to outline Point Blank's minimum requirements for attendance at timetabled compulsory learning events.
- 1.2 This policy also provides details of how and why Point Blank monitors student attendance.

2. POLICY DETAILS

- 2.1 Point Blank takes the academic progression and success of its students seriously and actively supports students in reaching their full potential. This includes implementing procedures in line with data and outcomes of research into the positive impact good attendance has on overall attainment.
- 2.2 The time, date and location of learning events are provided to students via their published timetables accessible via the Student Dashboard.
- 2.3 Students are responsible for accessing, reading and understanding their timetable and remaining up to date with any potential changes. Not knowing when or where classes take place is not valid reason for absence.
- 2.4 Point Blank, as a specialist, industry-led provider, believes the professional development of its students is as important as their academic development. As such, students are expected to approach their learning events as they would a professional work environment. This includes being respectful of the time of their classmates and the lecturer by being punctual, staying for the entirety of the class, and informing the lecturer if they are not able to attend.
- 2.5 Students are required to regularly attend lectures and all other scheduled key events. Engagement with additional learning resources such as the Virtual Learning Environment, attending workshops or 1-2-1s with lecturers will be monitored and strongly encouraged, but will not normally count as a positive key contact point.
- 2.6 Failure to regularly attend lectures, and instances of persistent and continued absence, will result in intervention and may lead to removal from the programme.

Attendance Recording

- 2.7 Attendance is recorded at all compulsory learning events via an electronic register. This is then also stored in the individual students' records.
- 2.8 Student attendance records capture attendance, absence, lateness and early exits.
- 2.9 It is the student's responsibility to ensure that their attendance record is accurate, but making sure their lecturer has recorded their attendance.

Absence

- 2.10 Students are required to report all absences to support@pointblankmusicschool.com. It is also polite to inform the class lecturer ahead of the lesson time.
- 2.11 Where it is not possible or not reasonable to inform Point Blank of an absence prior to the event, the student must report the absence as soon as they are able to do so after the event.

- 2.12 Students who provide good reason for absence, along with supporting documentation (where reasonable) may have their absence approved as 'authorised.'
- 2.13 Grounds for authorising absence are at the discretion of the Student Support Team but will most often include:
- i. Short-term illness (self-certified for up to 7 days);
 - ii. Long-term illness (sufficient supporting documentation from a medical professional will be required);
 - iii. Other mitigating circumstances.
- 2.14 Work commitments are not valid grounds for authorised absence. Students are required to ensure any working hours are scheduled outside of their learning hours at Point Blank.

Attendance Monitoring

- 2.15 Attendance records are monitored regularly by the Registry department.
- 2.16 Where students miss consecutive lectures on a repeated basis without authorisation or good reason, or there emerges a significant pattern of behaviour, Point Blank reserves the right to intervene.
- 2.17 Persistent and continuous poor attendance will result in intervention. This includes contact by the Senior Retention Officer, Retention Officer or other designated nominee who will:
- i. Inform the student that their position on their programme of study is at risk;
 - ii. Reiterate the minimum requirements outlined in this policy;
 - iii. Encourage the student to disclose any mitigating circumstances that may be affecting their ability to attend;
 - iv. Propose some interventions to reengage the student with their studies and help to mitigate any barriers.
- 2.18 Should the student fail to improve their attendance following intervention will receive a minimum of two warning letters explaining that their position on the programme is at serious risk and that Point Blank intends to withdraw them from the programme if the issue persists.
- 2.19 Student Route Visa holders must follow the guidance issued in the International Student Attendance policy where additional measures, over and above those outlined in this policy, are outlined for the purposes of visa compliance.

Mitigating Circumstances

- 2.20 Point Blank understands that, throughout their studies, students may experience mitigating circumstances that affect their ability to attend classes and meet the minimum requirements.
- 2.21 Mitigating circumstances may include but are not limited to:
- i. Challenges relating to a disability;
 - ii. Serious long-term illness;
 - iii. Short-term physical impairment;
 - iv. Mitigating personal circumstances (e.g. homelessness).
- 2.22 Students are encouraged to inform the Student Support Team of any difficulties they may be facing as soon as they arise in order for the appropriate support and/ or adjustments are able to be put in place.

- 2.23 Depending on the needs of the students, a reasonable adjustment relating to the minimum attendance requirement may be able to be put in place. This can only be approved following a review by a member of the Registry team.
- 2.24 Students must note that, following adjustments where reasonable, if it has not been possible to mitigate the barriers, they may be referred to the Fitness to Study procedure.

International Students

- 2.25 International students holding Student Route Visas are required to meet the requirements outlined in this policy, as well as the requirements outlined in the International Student Visa policy.
- 2.26 The Sponsored Student Attendance policy provides further detail of the attendance requirements for visa compliance and the repercussions for poor attendance.

3. POLICY SCOPE

- 3.1 This policy applies to all students on Higher Education programmes at Point Blank London and Online validated by Middlesex University.
- 3.2 Professional students do not have compulsory minimum attendance requirements but are encouraged to attend all classes.

4. RELATED POLICIES

- International Student Attendance Policy
- Fitness to Study Policy
- Disability and Mental Health Support Policy

5. POLICY OWNER

This policy is under the responsibility of the Student Engagement and Experience Committee. The responsible committee will ensure the cyclical review of this policy is carried out in line with Point Blank's Quality Assurance Framework.

The Student Engagement and Experience Committee delegates the operational responsibility of this policy to the following staff:

- Registrar
- Student Experience Manager
- Senior Retention Officer
- Retention Officer
- Student Support Officers
- Student Experience Officers

6. PROCEDURES

The relevant procedure to accompany this policy is titled PRO_045 Attendance Monitoring Procedure and can be found at www.pointblankmusicschool.com/legal/public-policies/.

7. EXHIBITS, APPENDICES AND FORMS

There are no further relevant exhibits, appendices or forms.

8. REFERENCES AND SUPPORTING INFORMATION

- 8.1 Internal

- Learning and Teaching Strategy
- Disability Support Framework
- Student Experience Strategy

8.2 External

- UKVI Guidance for Sponsors