

PLANNED ABSENCE FORM

Students with the DanceEast Academy are expected to have an attendance rate of 90% and above. The 10% allows primarily for illness. Students with injuries are expected to attend all classes to watch. The course is designed as a complete experience and all elements are compulsory, not optional.

Some examples of valid reasons for absences are:

- Mum or Dad's wedding
- An operation
- An academic exam which clashes directly with an Academy class
- Participation in a school dance performance
- Participation in a private dance school performance (where these are infrequent)
- Participation in a dance exam where it is impossible to schedule at another time

Some examples of reasons which should not prevent you attending classes are:

- A rehearsal for the school play
- A rehearsal for a private dance school performance
- An exam rehearsal
- Another dance class
- A hockey match
- Your birthday
- A holiday during term time

There may also be special allowances made for activities which will be of benefit to individual students which provide opportunities not on offer with the Academy scheme.

Easter and Summer Intensive courses are compulsory. Where students miss courses, they may also miss out on related activities such as performances.

To be completed by Parent / Carer / Guardian

Name of Student: _____

Date of requested absence: _____

Reason for absence: _____

Signature of Parent / Carer / Guardian: _____ Date: _____

For office use only

Date received: _____ By: _____ Approved: yes / no (please delete as appropriate)

Notes: _____
