

DANCEEAST

CENTRE FOR ADVANCED TRAINING

STUDENT ATTENDANCE

Regular attendance is an important part of the DanceEast CAT programme and enables students to gain the greatest benefit from their training while contributing positively to the learning of the wider group.

Students are expected to attend all classes, rehearsals, performances, theatre trips and Spring and Summer Intensives included within their Individual Training Plan (ITP). The programme is designed as a complete training experience and these activities form an essential part of each student's development.

As a guide, students are expected to maintain **90% attendance** across the academic year. This allows for occasional illness or exceptional circumstances.

Students recovering from an injury are normally expected to attend classes as observers unless an alternative arrangement has been agreed with the CAT Team.

To help minimise timetable clashes, CAT dates are published well in advance. We encourage families to share these dates with schools, colleges, dance teachers and other activity providers at the beginning of the year. Where clashes cannot be avoided, please contact the CAT Team as early as possible. We are also happy to discuss any dates relating to religious observance or belief.

If attendance begins to affect a student's learning or participation, the CAT Team will work with the student and their family to explore appropriate support and agree the best way forward.

Reporting an absence

All attendance correspondence should be sent to: attendance@danceeast.co.uk

Illness

If a student becomes ill on the day or has an ongoing illness (missing more than one day from the CAT) a parent/carer must call the DanceEast Box office on 01473 295230 or email attendance@danceeast.co.uk to report the illness.

Planned Absence

If an absence is known in advance, a parent or carer should complete a **Planned Absence Form** and return it to attendance@danceeast.co.uk, as early as possible, ideally at the beginning of the term or as soon as the clash becomes known. Planned absences are considered on an individual basis.

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Examples of valid reasons for absences are:

- An operation or medical procedure
- An academic exam that directly clashes with CAT
- 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

Examples of reasons which should not prevent students attending classes are:

- A rehearsal for a play (or similar, CAT classes should be prioritised)
- An exam rehearsal
- Another dance class
- A hockey match
- Your birthday
- A holiday during term time

Attendance at Spring and Summer Intensives, as well as Theatre Trips, is mandatory, along with any rehearsals during term time for the End of Year Show. If students miss these Intensives, they may also miss related activities, such as performances, and their role in the piece may be impacted.

Unauthorised Absence

If a student is absent without following the procedures above, or for a reason that does not meet the criteria for an approved absence, the absence will be recorded as unauthorised and will contribute towards the student's attendance record.