



Attendance and Performance Policy

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1. Introduction

The International College of Musical Theatre (ICMT) is committed to supporting its students during their time with us. However, we expect total commitment to ensure students achieve their full potential.

This policy sets out expectations regarding attendance, punctuality, and performance and explains the procedures for addressing concerns in these areas. Additionally, it highlights how adherence to these expectations supports the development of essential skills such as self-discipline, professionalism, and collaborative learning. For instance, students who consistently meet attendance and punctuality standards cultivate habits that mirror the expectations of professional environments, such as arriving prepared and respecting schedules. Similarly, collaborative learning is enhanced when students are present and actively contributing, essential for rehearsals and group projects where teamwork is critical to success. By fostering a culture of accountability and dedication, the ICMT aims to prepare students for the rigorous demands of careers in the performing arts.

2. Who does this policy apply to?

This policy applies to all registered students of the ICMT across all courses and modes of delivery, including on-site, hybrid, and online learning environments. It is relevant to both full-time and part-time students and ensures consistency in expectations and processes regardless of the specific nature of the training programme.

3. Key Principles

- Attendance, punctuality, and active participation are essential for student success and create a respectful, professional learning environment.
- A minimum attendance threshold of 90% is required to progress and complete training, ensuring students do not miss critical components of their education.
- Consistent lateness, absence, or underperformance may disrupt an individual's learning and the cohesion and productivity of group projects and performances.
- The ICMT is committed to offering support and making reasonable adjustments for students where appropriate, ensuring equitable access to education and training. This includes tailored approaches for students with disabilities or health conditions and those with significant personal or religious commitments.

4. Attendance and Absence

Expectations

- Students must attend 100% of timetabled sessions, including classes, rehearsals, workshops, and tutorials, unless authorised absence has been granted.

- A minimum of 90% attendance is mandatory to progress to the next level of study or complete a course. Falling below this threshold may jeopardise a student's ability to meet learning outcomes and could result in disciplinary action or other consequences outlined below.

Notification of Absence

- Students unable to attend must notify the College Office by phone, Teams, or email by 8:30 am on the day of absence. Notifications must include the student's full name, course, and a clear explanation for the absence.
- Students must provide a medical note or equivalent documentation to justify absences exceeding three consecutive days due to illness. This ensures transparency and enables the College to provide appropriate support if needed.

Authorised Absence

Examples of authorised absences may include:

- **Illness or injury:** Supported by documentation for extended absences.
- **Urgent personal business:** Eg, bereavement, acute medical issues, or significant family emergencies.
- **Professional commitments:** Including auditions or industry-related activities (pre-approved via the relevant process).
- **Religious observances:** With prior notification and approval.

Requests for authorised absences must be submitted in writing via email to london@theicmt.com at least one week in advance, except in emergencies. For emergencies, students must notify the office team via email, Teams or phone as soon as possible, providing a clear explanation and any supporting evidence if available. The request will be reviewed promptly, and students will be informed of the outcome.

Consequences of Poor Attendance

Students falling below 90% attendance will:

- Be flagged for monitoring and may be required to attend meetings with course leaders to discuss their attendance.
- Be subject to disciplinary procedures if no valid justification is provided.
- Risk being unable to progress to the next stage of their training or complete their course requirements.

In cases of persistent non-attendance, students may be required to:

- Complete remedial actions, such as additional assessments or supervised practice sessions.

- Repeat modules or entire terms to meet academic standards.

International students with poor attendance or engagement may have their student visa revoked. See below section 8 for more information.

5. Lateness

Timeliness is critical to professional conduct and respect for peers and tutors.

Expectations

- Students must arrive by 8:45 am and sign in using the iPad outside the main office. Students arriving after this time will be marked late.
- Arriving late disrupts the flow of classes and may result in students being denied entry to classes at the tutor's discretion.

Consequences of Lateness

Students who are late more than three times in a term will be issued a formal warning, which will be delivered in writing, and specific instances of lateness will be outlined. This formal warning will include an explanation of the next steps, such as meetings with course leaders to discuss improvements and the potential consequences of further infractions.

Lateness will:

- Affect attendance records and may impact progression or eligibility for certain performance opportunities.
- Be documented in the student's profile for review during assessments and performance evaluations.

Exceptional Circumstances

Lateness due to unforeseen travel disruptions, personal emergencies, mitigating circumstances, or other valid reasons will be considered case-by-case. Students must provide evidence (e.g., transport delay notifications) when possible.

6. Performance Expectations

Participation

Active participation in all sessions, group work, and projects is mandatory. Participation is evaluated based on students' engagement during sessions, the quality and timeliness of their contributions to group work, and their preparedness for each class. Tutors will provide feedback regularly to ensure students understand how their participation aligns with expectations.

Indicators of Underperformance

Examples of underperformance include but are not limited to:

- Repeated absences or lateness without valid justification.
- Failure to contribute to group activities or meet expectations for individual assignments.
- Neglecting to learn lines, choreography, or other critical materials essential to class or project outcomes.
- Behavioural issues, including complaints from peers or staff about attitude or effort.

Consequences

Students demonstrating underperformance will:

- Be placed under monitoring to track and support improvements.
- Risk facing disciplinary action if issues persist without valid justification

7. Support and Reasonable Adjustments

Disabilities and Health Conditions

Students with disabilities or health conditions that may impact attendance or performance are encouraged to disclose these to the ICMT as early as possible. Reasonable adjustments will be made in line with the College's Equal Opportunities Policy and may include:

- Tailored Individual Learning Plans (ILPs).
- Adjusted deadlines or alternative assessment formats.
- Flexible attendance arrangements where feasible.

Religious Observances

Requests for adjustments to accommodate significant religious observances must be submitted in advance. The ICMT will make every effort to honour these requests while ensuring academic and training requirements are met.

8. Monitoring and Reporting

Attendance Monitoring

Attendance is recorded for every session and reviewed regularly by the administration and course teams. The use of attendance tracking systems ensures transparency and enables proactive interventions.

Students with attendance below 90% will be provided with tailored strategies and support from tutors or staff to help improve their attendance. These may include personalised action plans, additional check-ins with course leaders, referrals to wellbeing services, or adjustments to their timetable where feasible.

This collaborative approach aims to address any underlying issues while encouraging students to meet the required attendance levels.

Reporting

For students under 18, parents/guardians will be notified of significant attendance or performance concerns.

Persistent issues may lead to formal disciplinary actions, including warnings, suspension, or exclusion from specific performance opportunities.

International Students

The ICMT is committed to complying with UK Visas and Immigration (UKVI) regulations. As a sponsor of international students, we have a legal obligation to monitor the attendance and engagement of all students on a Student visa.

International students who fail to meet attendance or engagement requirements may:

- Receive formal warnings regarding their visa compliance.
- Be subject to reporting to UKVI if attendance falls below the required level or if engagement ceases.
- This may result in the revocation of the student's visa, which would impact their ability to remain in the UK.

Students are encouraged to communicate at the earliest possible opportunity with the administration or course team if they experience difficulties affecting their attendance or engagement to seek appropriate support.