
Bristol School of Acting

Attendance and Engagement Policy and Procedure

Adopted 22 January 2026

Updated 22 January 2026

Review Date: 2 years

1. Policy and Purpose

Bristol School of Acting (BSA) has a duty to monitor engagement and to support students to complete their programme of study. The purpose of this policy is to provide clarity for students on the expectations relating to attendance and engagement and what action may be taken where levels of engagement drop to unsatisfactory levels. BSA aims to improve the engagement and attendance of all students, ensure a consistent approach across all programmes, to enable students to maximise their full potential, increasing successes and achievement.

2. Scope

This policy applies to:

- All Undergraduate and Foundation Degree programmes at BSA.

3. Authority and Responsibility

Course Leaders and Managers will review attendance patterns and trends with support from the Head of School, apart from where authority to make attendance and engagement decisions has been explicitly devolved to a partner by formal agreement.

The teacher(s) of each class(es) are responsible for taking a register at the start of each session to report attendance back to the Course Leader/Manager.

All students on undergraduate and foundation degrees at BSA must follow this policy, unless specified otherwise by their Course Leader/Manager.

4. Attendance and Engagement Requirements

- 4.1. All students are expected to attend all timetabled teaching, engage with learning resources, and submit assessments on time. Engagement may be monitored face-to-face or online depending on the programme structure. During productions, all students are required to attend every called rehearsal.

Planned or Foreseen Absences

- 4.2. Students should request absence directly with their Course Leader over email. Students should do so with as much advance warning as possible. Course Leaders will be responsible for excusing students from BSA for planned or foreseen absences at their own discretion. After a student has been excused, they should inform their teacher(s) of the class(es) they will be missing, in writing. Students should not assume that Course Leaders will inform each teacher on their behalf. This is to maintain respect and professionalism for the cohort they will be disrupting.

Unexpected or Otherwise Last-Minute Absences

- 4.3. Including absences resulting from illness, doctor's appointments, transport disruption etc.
- 4.4. If missing a class, students should notify any teacher(s) in writing that they will be missing their class(es) and **always** copy their Course Leader in their written communication.

Lateness

- 4.5. Lateness can happen but often reflects a pattern or habit that needs to be addressed. If students are running late, they must let their teacher(s) know at their earliest convenience **before** the class begins. Walking in late is a disruption to the teacher and the cohort. It is at the discretion of the teacher as to whether they admit latecomers who have not given prior warning.

Habitual Absences

- 4.6. Students are required to achieve at least 80% attendance per module, unless otherwise specified in the module's attendance requirements.
- 4.7. Each module's assessment criteria will include an attendance requirement that can be found on the assignment brief. If students do not meet this nor follow BSA's Attendance and Engagement Policy as detailed here, they will be ruled unfit for assessment. This will then trigger a procedure for arrangement of a re-sit assessment for that module. Please refer to each individual module's resit (alternative assessment) instructions.
- 4.8. Students who are not attending or engaging and fall below the 80% attendance threshold will be contacted by their Course leader/Manager to re-engage them with their course.

5. Engagement Monitoring Escalation Procedure

- 5.1. After a second consecutive week of absence or non-engagement below the 80% attendance threshold, the Course Leader/Manager will determine whether the missed contact is authorised. Support and intervention arrangements may be required to support students to catch up on their work, which will be closely monitored and reviewed the following week.
- 5.2. After a third week of absence or non-engagement below the 80% attendance threshold, a meeting will be arranged with the student and their Course Leader/Manager to discuss the possibility of removal from the programme in accordance with BSA's Fitness to Train Policy.
- 5.3. If there has been no contact from the student at all within the three week time period, the Designated Safeguarding Lead (DSL) will be notified and

appropriate steps will be taken to ensure the welfare of the student. This may include home visits or police notification, where appropriate.

- 5.4. BSA may withdraw students from a programme if they are still not attending and/or submitting written and practical assessments following meetings to attempt to re-engage.

6. Appeals and Complaints

7. Grounds for Appeal

- 7.1. Students have the right to appeal against a withdrawal by default on the following grounds:
 - 7.1.1. That there are extenuating circumstances relating to ill health or personal difficulties which the student was unable to raise prior to or during the escalation procedure.
 - 7.1.2. That the information held by BSA relating to the student's attendance and/or engagement is incomplete or inaccurate, and the student was not in a position to correct this information at an earlier stage.
- 7.2. Students wishing to appeal must show a compelling reason why this information could not be made available before the decision to withdraw was reached and provide documentary evidence in support. Where the student could have made the information available prior to the decision being made, such evidence cannot normally be accepted as grounds for appeal.
- 7.3. No appeal can be made where an interruption of study has been requested and granted during the attendance and engagement monitoring process but has consequently been rejected by the student.
- 7.4. Appeals must be made via BSA's complaints procedure.