

Victoria Academy of Dramatic Arts

Attendance Policy

25/01/12

Name of Policy

Implementation Date

**Senior Educational Administrator, the Owner of the
Academy and Administrators**

03/20/14

Position(s) Responsible for Administering this Policy

Date of Last Revision

Policy:

Victoria Academy of Dramatic Arts expects students to attend and fully participate in their respective program in order to ensure their success in both completing their program and becoming a marketable candidate in the workforce. Students are expected to not miss more than three days of the program unless they have special circumstances that prevent them from participating in the program. Students are expected to be punctual at all times. The Academy strongly recommends students are in the classroom, seated and prepared to work 5 minutes before the class is slated to begin. If the student is more than 5 minutes late it will be counted as an absence. These circumstances will be evaluated by the School Educational Administrator.

Students who do not meet the Attendance Policy may be subject to dismissal.

Concerns related to a student's attendance shall be referred to the Senior Educational Administrator to process in accordance with this Policy.

Procedure:

- 1) All concerns relating to student attendance shall be directed to the Senior Educational Administrator. Concerns may be brought by staff or students.
- 2) The Senior Educational Administrator will arrange to discuss attendance with the student.
- 3) Following the meeting with the student, the Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the lack of attendance is substantiated and unreasonable.
- 4) The Senior Educational Administrator will meet with the student and do one of the following:
 - (a) Determine that the attendance record(s) meets this Policy;
 - (b) Determine that the concern(s) were substantiated, in whole or in part, and either:

- i) Give the student a warning setting out the consequences of missing further classes;
- ii) Set a probationary period with appropriate conditions; or
- iii) Recommend that the student be dismissed from the Institution.

- 1) The Senior Educational Administrator will prepare a written summary of the determination. A copy shall be given to the student, and the original will be placed in the student file.
- 2) If the student is issued a warning or placed on probation, the Senior Educational Administrator will discuss the terms with the student. A copy of the determination is placed on file.
- 3) If the recommendation is to dismiss the student, the Senior Educational Administrator will prepare a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school.
- 4) The Senior Educational Administrator will meet with the student to dismiss him/her from study at the school and provide the student with a letter of dismissal. A copy of the letter will be placed in the school's Student Conduct File.
- 5) If a refund is due to the student, the head of school will ensure that a cheque is forwarded to the student within 30 days of the dismissal.
- 6) If the student owes tuition or other fees to the school, the head of the school will undertake the collection of the amount owing.