



Professional Embroidery Tutor Programme Attendance Policy

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This policy reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy.

At The Royal School of Needlework, we recognise the importance of regular attendance and engagement with the self-led elements for student success in the Professional Embroidery Tutor Programme. We do, however, understand that unforeseen circumstances may occasionally arise. This policy outlines our expectations regarding attendance and engagement and the procedures for managing attendance-related issues.

Importance of Attendance: Regular attendance is essential for several reasons:

1. **Academic Engagement:** Attending classes, workshops, and tutorials allows students to actively engage with course material, participate in discussions, and benefit from hands-on learning experiences.
2. **Skill Development:** The Professional Embroidery Tutor Programme emphasises practical skill development. Only regular attendance ensures that students have the opportunity to practice and refine their embroidery techniques under the guidance of experienced tutors.
3. **Community and Collaboration:** Consistent attendance fosters a sense of community among students and encourages collaboration, peer learning, and support.

Attendance and Engagement Expectations: Students are expected to attend all onsite sessions and to set aside enough quality time for the completion of all other elements of the course. However, we understand that life can sometimes present challenges that may affect attendance. Therefore, while we encourage students to prioritise attendance we also recognise the need for flexibility when unforeseen circumstances arise.

- **Absence Notification:** Students are required to inform the course leader of any absences as soon as possible, providing a brief explanation for their absence.
- **Holiday Bookings:** Students are expected to refrain from booking holidays during term time to ensure consistent attendance and continuity in their learning.

Monitoring and Support:

- Attendance and engagement will be monitored regularly by course instructors and administrative staff.
- If a student experiences difficulties attending classes due to extenuating circumstances, they are encouraged to communicate with the course leader or designated administrative staff as soon as possible to discuss potential accommodations or support options.

Consequences and Support:

- While consistent attendance is mandatory, we understand that occasional absences may occur. If a student's attendance becomes a concern, they will be contacted by the course leader or designated staff to discuss the reasons for their absences and explore possible solutions or support measures. If students are regularly absent with no explanation, they may be withdrawn from the course.

Appeals Process:

- If a student believes that their attendance record has been inaccurately recorded or if they wish to appeal a decision regarding attendance-related issues, they may submit an appeal in writing to the course leader. The appeal will be reviewed, and the decision will be communicated to the student in a timely manner.

Conclusion: At The Royal School of Needlework, we are committed to supporting our students in their educational journey. While regular attendance is important, we understand that life can sometimes present challenges. Our attendance and engagement policy is designed to encourage students to prioritise attendance while also providing support and flexibility when needed.