***REGISTRY***

**Absence Request** **Form**

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| --- | --- |
| **Date of Application:** |  |

|  |  |
| --- | --- |
| Name |  |
| **Principal Study** |  | **Programme & Year of Study** |  |
| **Dates & Times of Absence** |  |
| Reason for Absence |  |
| **Venue** |  |
| **Promoter** |  | Fee |  |
| **Programme** |  |
| **College Commitments Missed: *This section must be completed fully. Please stated N/A in each section if no lessons or exams missed.*** |
|  | **Lesson** | **Exam** | **Details** |
| **Principal Study** |  |  |  |
| **Academic Classes** |  |  |  |
| **Performance Activities** | Details |
| **Approval:** |
| **Tutor:** | **Yes** |  | **No** |  |
| **Comments** |
| **Orchestra Office Comments, where applicable** |  |
| **Head of School:** | I authorise |  | I do not authorise |  |
| **Comments** |
| **Director of Performance:****(NB: only when a Principal Study Exam is to be missed)** | I authorise |  | I do not authorise |  |
| **Comments** |
| **Programme Administrator:** | I authorise |  | I do not authorise |  |
| **Comments** |

**Absences over 5 working days will also be sent to the relevant Course Leader for approval:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Leader: | I authorise |  | I do not authorise |  |
| Comments |

**Completed forms are to be submitted to:**

* **SS, SWP - the Orchestra Office**
* **SC, SKS, SVSO, RNCM Opera, Chamber Music Studio – School Administration Office**
* **Conducting – Conducting Administrator**
* **Popular Music – Popular Music Office / popularmusic@rncm.ac.uk**

Student Information Handbook 2018-19, Section 7

**ABSENCE**

**NON-SICKNESS RELATED:**

All absences in term-time, including examination periods, must be authorised by way of an ***Approved Absence Request Form***. Agreement to the absence must not be assumed.

Students must complete an Absence Request Form for every period they are absent from College during term time. This includes external professional work and competitions or family commitments. Absence Request Forms can be found on the College Intranet/VLE system and are also available in hard copy format from the Registry Office or Orchestras and Ensembles Office.

* It is the student’s responsibility to complete the form with as much information as possible and ensure it is submitted to the appropriate office noted on the form.
* A student must speak to their Principal Study Tutor to gain their approval for their absence and indicate this on the form.
* The student must specify on the form if they will be missing any lessons, classes, assessments, rehearsals or concerts and provide written supporting evidence of the reason why they will be absent.

Absence Forms need to be submitted as far in advance as possible and must be authorised as follows:

* Absence requests for **missed classes** must be approved by the Head of School
* Absence requests for **missed Principal Study assessments** must be approved by the Head of School and Director of Performance.
* Absence requests for **other missed assessments** must be approved by the Course Leader (deferral of written assessments would not normally be approved.)
* Absences **over 5 working days** must also be sent to the relevant Course Leader for approval.

Students will be notified by e-mail if their Absence Request has been approved or refused. Authorisation must not be assumed until a student has received confirmation that their request has been approved.

**SICKNESS-RELATED ABSENCES:**

Wherever possible contact the College at the latest by 09.30 on the morning of the first day of sickness absence. For any **timetabled academic classes**:

1. Log in to Asimut. A link will show on the left hand side called Absence – click on the link
2. Fill in the web-form including the date/s and reason for absence. This will automatically show you as being absent for any timetabled academic classes you are tagged into on Asimut.

If you are unable to access your Asimut account please contact the appropriate member of staff:

***Contacts for BMus and GRNCM students:***

Emily Mason Tel: 0161 907 5277 e-mail: emily.mason@rncm.ac.uk

Frances Hine Tel: 0161 907 5260 e-mail: frances.hine@rncm.ac.uk***Contact for BMus Popular Music Students:***

Hayley Swanton/ Tel: 0161 907 5415 e-mail: popularmusic@rncm.ac.uk

Claire Brown

***Contact for Postgraduate Taught Students, MMus, PGDip AS, MPerf, IAD/ SL:***

Lewis Woolcock Tel: 0161 907 5415 e-mail: lewis.woolcock@rncm.ac.uk***Contact for Postgraduate Research Students:***

Rachel Ware Tel: 0161 907 5228 e-mail: rachel.ware@rncm.ac.uk

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| Students must notify their **Principal Study Tutor, Orchestra and Ensembles office, Chamber Music Ensemble, etc.** separately if they will be missing appointments or rehearsals. |