|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details of Absence**  *All sections must be completed fully* | | | | | |
| **Date of Application:** | | |  | | |
| **Name:** | | |  | | |
| **Course and Year:** | | |  | | |
| **Principal Study Instrument:** | | |  | | |
| **Date(s) and Time(s) of Absence:**  (Please specify times of leaving/returning to College) | | |  | | |
| **Reason for Absence:**  (Please give as much info as possible, including details of venue, promoter and fee where applicable) | | |  | | |
| **Details of College Commitments Missed**  *This section must be completed fully. Please state N/A in each section if no lessons or exams missed.* | | | | | |
| **Principal Study Lessons and Assessments:** | | |  | | |
| **Academic Classes and Assessments:** | | |  | | |
| **Performance Activities:** | | |  | | |
| **Please email your completed form to:** | | | | | |
| SS, SWBP & Conducting  SC and SKS  SVSO  Popular Music | Orchestra Office  School Administrator  School Administrator  Popular Music Coordinator | | | | (OandE@rncm.ac.uk)  (Louise.Jones@rncm.ac.uk)  (James.Kelly@rncm.ac.uk)  (popularmusic@rncm.ac.uk) |
|  | | | | | |
| **Approval**  *For Office Use Only* | | | | | |
|  | | **Approved? Y/N** | | **Comments:** | |
| **Tutor** | |  | |  | |
| **Orchestra Office** | |  | |  | |
| **Head of School** | |  | |  | |
| **Deputy Principal (P&P)**  (for missed Principal Study Exams) | |  | |  | |
| **Programmes & Assessments Coordinator** | |  | |  | |
| **Course Leader**  (for requests over 5 working days) | |  | |  | |

|  |
| --- |
| **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, whether taking place during the day, in an evening or at a weekend. Absence Request Forms can be found on the College Intranet/VLE system and are also available on the Orchestras and Ensembles Moodle page.   * 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:***  Lucy Ricketts Tel: 0161 907 5469 e-mail: lucy.ricketts@rncm.ac.uk  Rebekah Oetegenn Tel: 0161 907 5260 e-mail: rebekah.oetegenn@rncm.ac.uk  ***Contact for BMus Popular Music Students:***  Hayley Swanton Tel: 0161 907 5415 e-mail: popularmusic@rncm.ac.uk  ***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 |
| Students must notify their **Principal Study Tutor, Orchestra and Ensembles office, Chamber Music Ensemble, etc.** separately if they will be missing appointments or rehearsals. |