

**2023-24**

Central Film School

## **Non-Attendance at Appointments Policy**

### **Policy Statement**

At Central Film School, we are committed to providing accessible and supportive counselling and pastoral support services to promote the wellbeing and success of our students. This policy highlights the importance of attending counselling or pastoral support sessions when booked by the student and the potential consequences of consistent non-attendance.

### **Importance of Attendance**

Attending appointments with the counsellor or Student Services Team is an opportunity for you to receive personalised support, guidance, and resources to enhance your overall wellbeing and academic success.

### **Notification of Non-Attendance**

If you are unable to attend a scheduled appointment, you must:

- Notify the organiser of the meeting as soon as possible.
- Provide a valid reason for your inability to attend.
- Suggest an alternative meeting date or time to help facilitate the rescheduling of your appointment.

Prompt communication allows for rescheduling of appointments and ensures that resources are available to assist other students. If you do not provide an alternative meeting date or time, the appointment organiser reserves the right to reschedule your appointment at their discretion.

## Valid Reasons for Non-Attendance

Valid reasons for non-attendance include, but are not limited to:

- Personal illness
- Emergencies
- Family commitments
- Other circumstances beyond your control

## Repeated Non-Attendance

Repeated instances of non-attendance, without notification or a valid reason, may lead to a review of the student's access to meetings with student services or counselling support. This is to ensure the quality and availability of these services for other students.

The decision to restrict or terminate access to meetings with student services or the counselling service will be made on a case-by-case basis, with due consideration given to the student's wellbeing, support needs, and available resources.

If you find it challenging to attend appointments regularly, please discuss your concerns with the relevant department. They can provide guidance and help identify alternative support services that better align with your preferences or circumstances.

<b>Document Title:</b>	CFS Non-Attendance at Appointments Policy
<b>Document Ref:</b>	CFSNAAP_01
<b>Version:</b>	1.0
<b>Issuing Authority:</b>	CFS Academic Board
<b>Owner:</b>	Student Services & Registry
<b>Author:</b>	Michael Ellery
<b>Document Approval Date:</b>	
<b>Last Amended:</b>	01/06/2023
<b>Sensitivity:</b>	Unclassified
<b>Effective from:</b>	August prior to the 2023/2024 Academic Year
<b>Review Date:</b>	Prior to 2024/2025 Academic Year
<b>History:</b>	