

LFS Authorised Leave Policy

1. Introduction

London Film School regards attendance as a fundamental part of a student's studies and an important prerequisite for the highest levels of achievement.

Attendance requirements for each scheduled class are listed on LFS's VLE and failing to attend certain classes may prevent students from carrying out certain roles or, in some rare cases, their ability to continue with their studies.

Circumstances may arise, however, where a student is required to take an authorised temporary break from their studies, known as Authorised Leave.

2. General Stipulations

2.1. All Students

- (1) This policy applies to all students on the MA Filmmaking programme.
- (2) Authorised Leave is not an automatic entitlement and therefore it may be refused depending upon the circumstances and the evidence provided.
- (3) If a student is intending to take Authorised Leave, it is important that they obtain permission from LFS in advance.
- (4) Authorised Leave must be no longer than 10 working days – this is non-negotiable. If a student wishes to request leave for a longer period, they may have to consider deferring their studies and are advised to speak to their Personal Tutor and Registry.
- (5) LFS will not authorise any leave if a student has not been attending or engaging with their studies to a satisfactory level.
- (6) LFS will also not authorise a student's leave if they feel the leave period will significantly impact on their academic progress based on their academic judgement. A tutor's academic judgement cannot be contested and is final.
- (7) Students MUST complete an Authorised Leave form before leaving the country or being absent from LFS for any reason.
- (8) Approved Authorised Leave does not release students from their responsibility to submit their coursework (both practical and written) by the stipulated deadline, i.e. approved Authorised Leave does not equal an extension of a deadline.
- (9) Students on Authorised Leave will be marked as 'Absent (Authorised)' on the attendance register.
- (10) Students continue to be liable to pay tuition fees during any Authorised Leave.
- (11) Requesting and being granted Authorised Leave may lead to the student missing classes required to carry out a specific role; in such cases, the student may no longer be able to carry out this role and will be allocated a different role in the unit by the Term Tutor.
- (12) Any classes missed as a result of having requested and being granted Authorised Leave will not be rescheduled for the student; if possible, the student will be allowed to attend some or all missed classes with another unit.
- (13) It is the responsibility of the student to make up for any missed classes through self-study.

- (14) Where a student is absent from lectures, seminars, tutorials and other teaching and learning events on medical grounds for up to 7 consecutive days, the student can self-certify their absence and is not required to request Authorised Leave.
- (15) All Authorised Leave requests and supporting documentation will be treated as confidential; the details of the form will only be known to:
 - i. The student;
 - ii. The relevant Term Tutor;
 - iii. Registry staff.

2.2. Visa Students

- (1) Upon return to the UK/their studies, students must report to Registry in order for them to take a scanned copy of their passport and new entry clearance stamp. This must be done within 5 working days of their return.
- (2) Failure to seek approval before leaving the UK would be deemed to be a breach of LFS's Tier 4 regulations and could result in your withdrawal from your course. Any student withdrawn from their course would subsequently be reported to the UKVI and LFS's sponsorship of their Tier 4 visa would cease.

3. Reasons for Authorised Leave

The London Film School normally only grants Authorised Leave for one of the following reasons:

- (1) Fieldwork;
- (2) Research;
- (3) Job interview;
- (4) Care of a dependent;
- (5) Medical or dental appointments that cannot be arranged outside class time;
- (6) Jury service;
- (7) Attendance at a family funeral;
- (8) Attendance at a probation meeting or court hearing;
- (9) Absence that is a consequence of a disability as defined by the Disability Discrimination Act.

Students are required to submit supporting documentation when requesting Authorised Leave for any of the reasons listed above.

Questions about appropriate supporting documentation should be sent to student.services@lfs.org.uk.

4. Process

1. All requests for Authorised Leave must be made in writing using the form provided by LFS via its VLE.
2. All mandatory fields must be completed before the form can be processed.
3. The form must be submitted together with the supporting documentation to the relevant Term Tutor for consideration and approval.
4. Term Tutors will consider the request and if the request may affect a student's ability to carry out their assigned role, the Term Tutor will consult with relevant Head(s) of Department.
5. Once a decision has been reached by the Term Tutor, the form will be submitted Registry who will notify the student of the outcome. The notification email will also outline any consequences or conditions of the Authorised Leave as stipulated by the Term Tutor.
6. The responsibility to update a student's attendance record as per the Authorised Leave request rests with Registry.
7. The Academic Registrar may withdraw the approval for Authorised Leave if it is found to not meet the requirements outlined in this policy or if the supporting documentation is found to be fraudulent.

5. Students' Responsibilities After Notification of the Outcome

After a request has been processed and the student notified, the following applies:

1. It is the student's responsibility to ensure they comply with any of the conditions outlined in the notification email and any other general stipulations of this policy.
2. If a student takes approved Authorised Leave, they agree to accept any of the consequences outlined in the notification email.
3. Prior to departure, students are required to submit proof of travel to Registry to demonstrate that their travels do not exceed the approved Authorised Leave period.
4. Upon their return from Authorised Leave, all students are required to report to Registry within five (5) working days. Students on a Tier 4 visa will also be required to bring their passport to Registry in order for them to take a scanned copy of their passport and new entry clearance stamp.
5. Students whose request has been denied are required to attend class and will be considered 'absent without authorisation' if they fail to do so. This, in return, may affect their ability to carry out their role, their Tier 4 visa, or even their ability to continue with their studies.

6. Version Control

Version Number	Changes	Author, Title	Date
0.1	-	Philip Range, Academic Registrar	09/03/2018
1.0	Approved by Academic Board for MA Filmmaking only	-	29/03/2019