
NEW ENGLAND CONSERVATORY PREPARATORY SCHOOL LARGE ENSEMBLES ATTENDANCE POLICY

GUIDELINES FOR PARTICIPATION IN PREPARATORY SCHOOL ENSEMBLES

NEC supports students' participation in their school orchestras, district and all-state opportunities, and community music groups. However, the students and parents are responsible to plan accordingly to minimize the number of absences from NEC.

- If a child must **miss for school activities/sports or all-state orchestra**, do not join elective activities that will require even infrequent Saturday participation
- **Seniors** please note that frequent college visits scheduled to conflict with Saturday rehearsals will be problematic
- **SATs** are a direct, unavoidable conflict with the morning ensembles, but you must consider them an absence, and follow the procedure below.
- If a **rehearsal is missed**, it is the responsibility of the student to inquire about any material covered and to request and prepare any new music prior to the next rehearsal.

ABSENCE POLICY

Attendance is required at all regularly scheduled rehearsals, dress rehearsals, and performances. Students are expected to be ready to begin on time. Attendance will be taken at the beginning of each rehearsal. *Anyone arriving more than 30 minutes late or leaving 30 minutes early will be considered absent from the entire rehearsal.* **ABSENCES FROM PERFORMANCES ARE NOT PERMITTED! Failure to attend a concert is grounds for immediate dismissal from the ensemble, and may affect future ensemble placement.**

PROCEDURE FOR PROBATION AND DISMISSAL

Students may be placed on probation after three absences in a semester (concert period) at the discretion of the Music Director of the ensemble and the Director of the Preparatory School.

If placed on probation, the student's certificate eligibility, scholarship, and ensemble assignments will be reconsidered. In some cases, a student may be excluded from the concert.

New England Conservatory Preparatory School
ABSENCE REQUEST FORM

Please fill out this form and return it to your ensemble manager at least **two weeks** prior to the anticipated absence.

All absence requests will be reviewed. This form will remain on file in the office of the Concert & Ensemble Manager.

PROCEDURE:

Students must submit an Ensemble Absence Form to the ensemble manager **at least two weeks** prior to a requested absence. The manager will discuss all requested absences for each rehearsal with the conductor. **Students and parents will be notified if the request is not approved, or if the number of absences is excessive.**

If a student is absent or late and has not submitted a form, he/she must submit a letter of explanation to the manager by the following rehearsal.

In case of emergency, the Preparatory School Office (617-585-1130) should be notified immediately and a letter of explanation should be submitted to the manager of the ensemble within one week of the absence.

Please note: A letter of explanation **MUST** follow unanticipated absences such as illness from a parent/legal guardian/school nurse within one week of the absence.

STUDENT'S NAME: _____

INSTRUMENT: _____ ENSEMBLE: _____

TODAY'S DATE: ____ / ____ / ____ DATE of ABSENCE: ____ / ____ / ____

REASON FOR REQUEST OF ABSENCE: Please be specific.

Excessive absences, even for legitimate reasons, may result in a review of your ensemble participation.

Student Signature: _____

Parent/Guardian Signature: _____

For Office Use ONLY:

Date Rec'd: _____ Absence Approved: yes no

Total # of absences this period: _____