

MUSIC AT READING GUIDE:

How to report absence for an ensemble rehearsal

Do not contact your ensemble tutor directly; all absence reports must come through our online system as detailed in this guide. Absences not reported through this system will be registered as an unauthorised absence, and may affect your membership of an auditioned ensemble.

Reporting Absence in Advance:

Where possible, please report your absence at least two hours in advance of the rehearsal. We expect members to plan their weekly schedules to include rehearsals, particularly where assignments are concerned. Members of auditioned ensembles are expected to attend no less than 90% of rehearsals a term. If absence rates drop below this percentage, you may be asked to leave the ensemble.

Reporting Absence at the Last Minute:

In truly unforeseen circumstances, any time in the two hours before your rehearsal takes place, please text the Music at Reading mobile (07711 391143) with the following message:

Absence: [Name], [Ensemble], [Reason for Absence]

Please include the word Absence at the beginning of your text to ensure that the message is prioritised.

Reporting Absence After the Rehearsal:

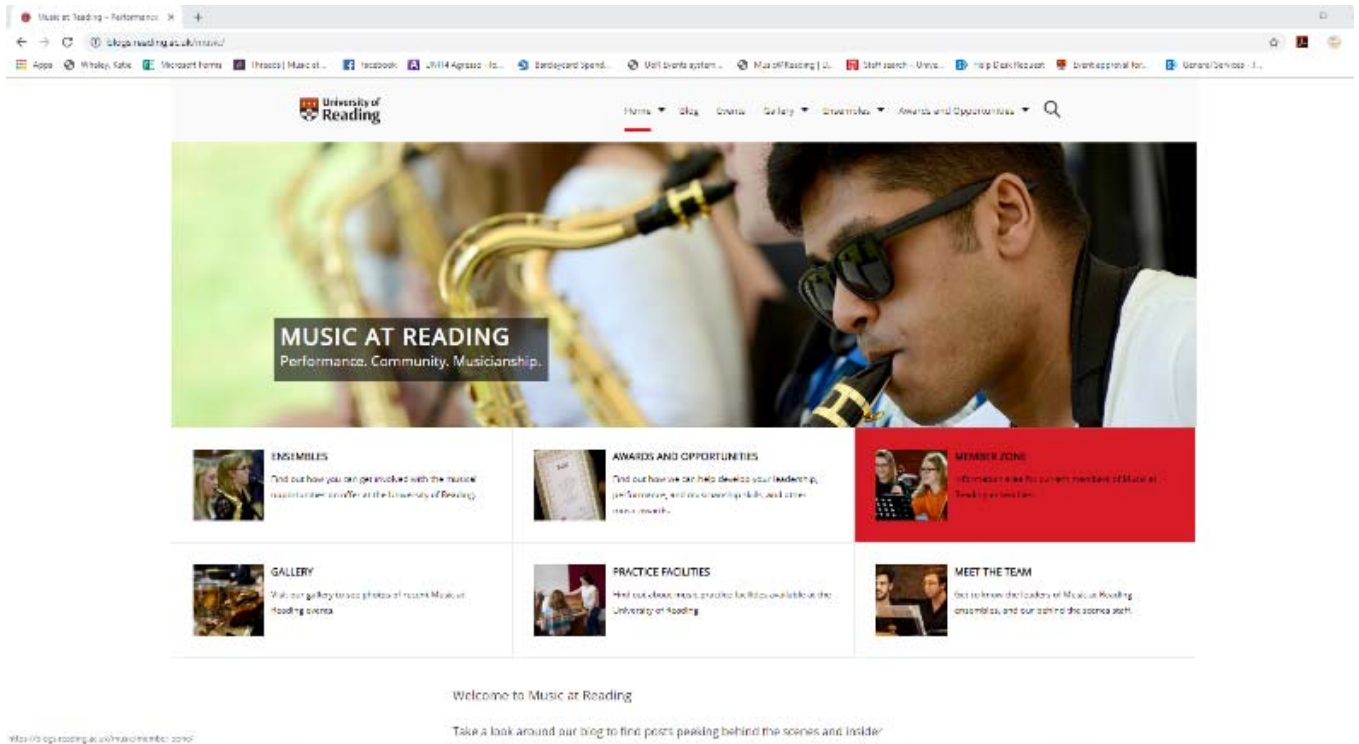
It is possible to backdate absence reports using the online form, however please make the effort to let us know before a rehearsal.

Why is Attendance Important?

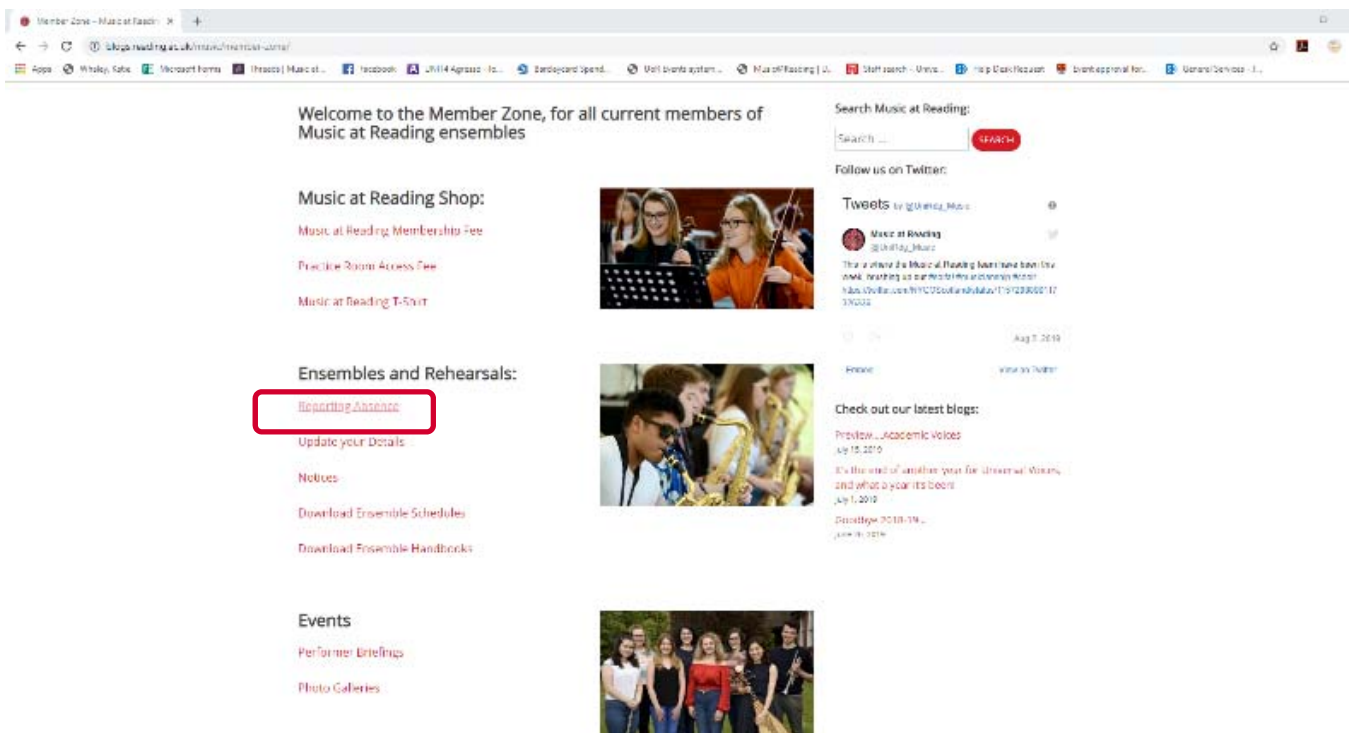
- 1) Every musician is essential in the group, even in large ensembles.
- 2) It is easy to fall behind, as input is rarely repeated in the same detail.
- 3) Your director plans the rehearsals in advance, anticipating full attendance in every section, to ensure that the music is prepared for your performance. Low attendance rates mean that performances are unlikely to be of the high standard expected of Music at Reading ensembles.
- 4) In the unlikely case of extremely high percentage of absence, a rehearsal may be cancelled or merged with its sister ensemble for technique, musicianship, and joint repertoire input.

HOW TO REPORT ABSENCE:

1. Visit blogs.reading.ac.uk/music in your web browser (ie, Google Chrome, FireFox, Microsoft Edge, Internet Explorer), and click 'Member Zone'



2. Scroll down to 'Ensembles and Rehearsals: Reporting Absence; and click on the link.



- Follow the link saying 'Click here to let us know about absences.'



[Click here to let us know about absences.](#)

Do not contact your ensemble tutor directly; all absence reports must come through our online system. Absences not reported through this system will be registered as an unauthorised absence, and may affect your membership of an auditioned ensemble. For information on using this system, please see our [How To Report Absence](#) guide.

Reporting Absence in Advance:

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Reporting Absence at the Last Minute:

Search Music at Reading:

Search ...

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Tweets by @UniRdg_Music

Music at Reading @UniRdg_Music
 This is where the Music at Reading team have been this week, tweeting up our #musical #musicianship #hine <https://twitter.com/NYCOCcolland/status/1157298899117329336>

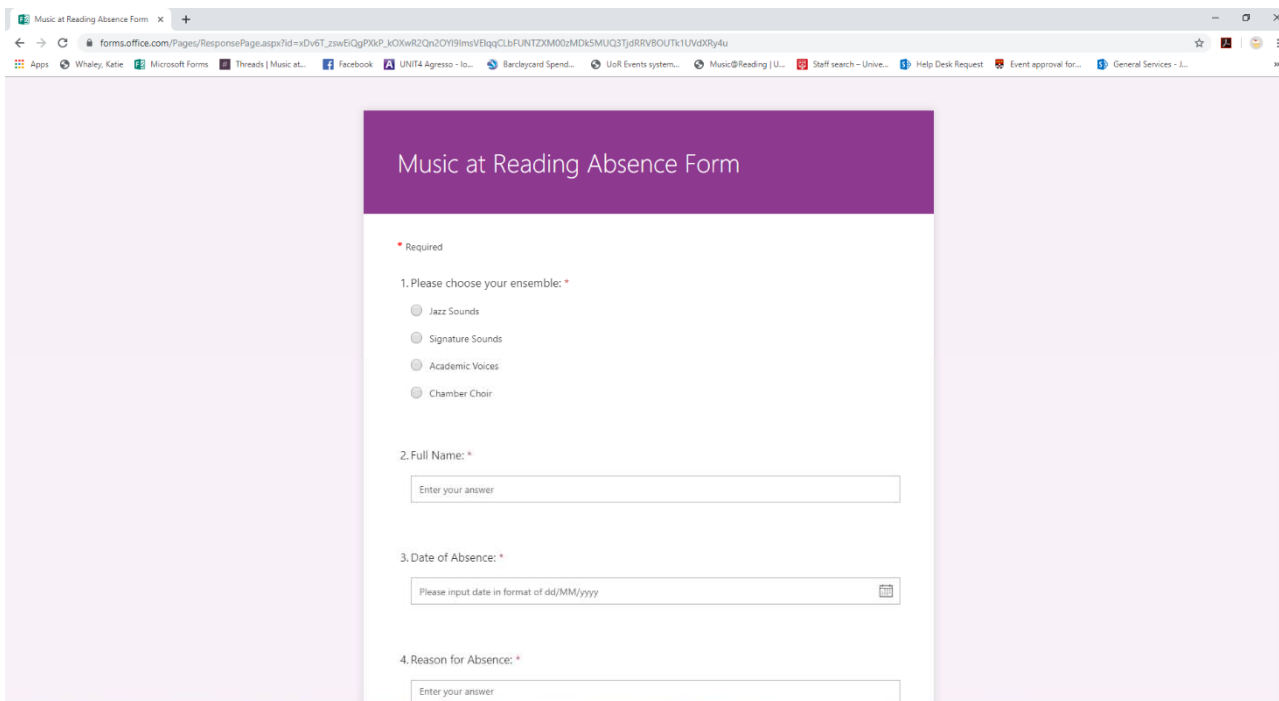
Aug 2, 2019

[Embed](#) [View on Twitter](#)

Check out our latest blogs:

[Preview...Academic Voices](#)

- You will be taken to a Microsoft Form, named Music at Reading Absence Form.



Music at Reading Absence Form

* Required

- Please choose your ensemble: *
 - Jazz Sounds
 - Signature Sounds
 - Academic Voices
 - Chamber Choir
- Full Name: *
- Date of Absence: *
- Reason for Absence: *

5. To complete the form, you will need to enter the following:
- a. Choose the ensemble that you are a member of.
 - b. Please give us your full name to ensure that we can find you in our records.
 - c. Click the small calendar icon to select the date of your absence. You can use the arrows to move the month forward or back, and select the year, if necessary, using the dropdown list.


1. Please choose your ensemble: *

- Jazz Sounds
- Signature Sounds
- Academic Voices
- Chamber Choir

2. Full Name: *

Katie Whaley

3. Date of Absence: *

Please input date in format of dd/MM/yyyy 

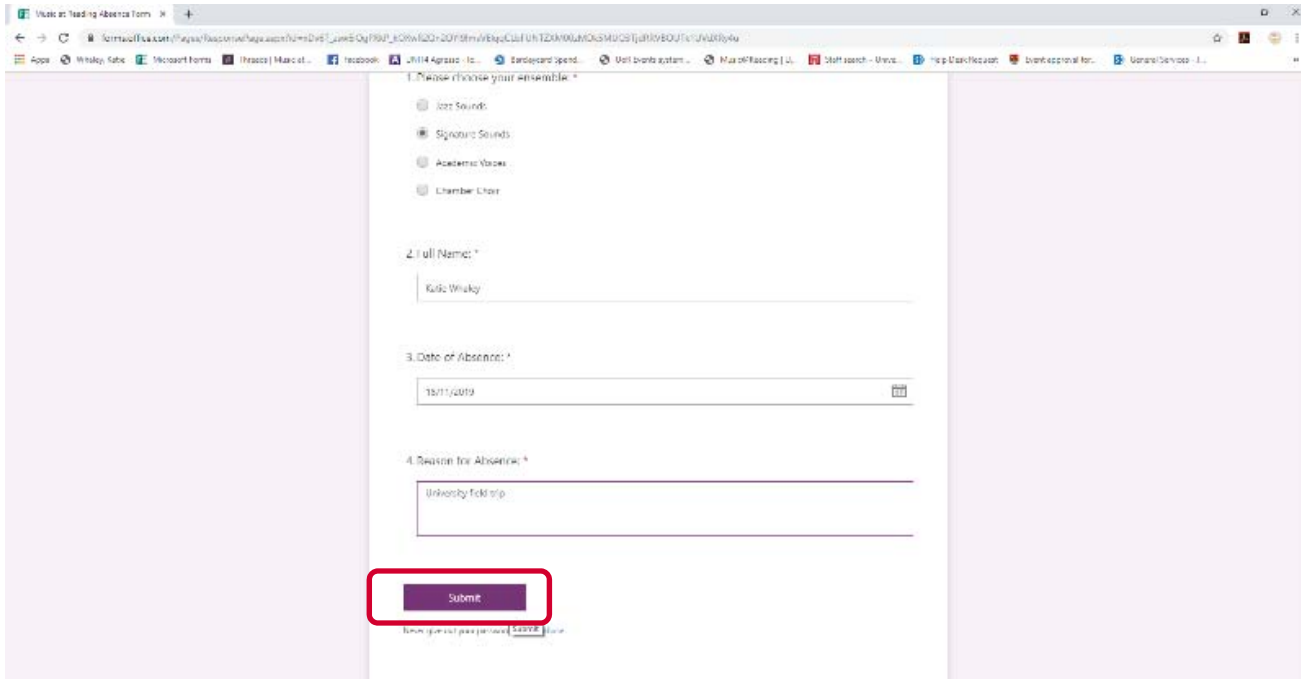
		2019 ▾		Apr			
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	

▾ Today - Clear × Close

Never give out your password. [Report abuse](#)

This content has been created by the owner of the form. The data you submit will be sent to the form owner.

6. Once the form is fully complete, you can click submit.



The screenshot shows a web browser window displaying the 'Music at Reading Absence Form'. The form is titled 'Please choose your ensemble:' and includes the following fields:

- 1. Please choose your ensemble: *
 - Jazz Sounds
 - Signature Sounds
 - Academic Voices
 - Chamber Choir
- 2. Full Name: *
Katie Whaley
- 3. Date of Absence: *
15/11/2019
- 4. Reason for Absence: *
University field trip

A red rectangular box highlights the 'Submit' button at the bottom of the form.