

## Philadelphia Sinfonia Association Attendance Policy

**Goals:** An important goal of PSA's mission is to achieve the highest level of artistic advancement. Regular attendance at rehearsals and attendance at all concerts is crucial to achieve a high level of performance.

**Dress Rehearsals and Concerts:** Attendance at every dress rehearsal and concert is mandatory. In most circumstances, absence from a dress rehearsal or concert will result in dismissal from the orchestra.

**Allowed absences:** We can grant each student a limited number of absences from regular rehearsals each season. Three categories of absences may be allowed: 1. Music Festivals (up to 3 per year); 2. Discretionary absences (up to 3 per year); 3. Excused absences for illness, SAT or ACT exams, college auditions, or mandatory credit-related school events. *At least 2 weeks advance notice is required for every allowed absence.*

**1. Music Festivals:** We value regional music festivals (PMEA, SJBODA, NJMEA, DMEA events); therefore, members are allowed up to three absences per season for these events. *In order to keep festival absences to three, wind, brass, and percussion members are strongly encouraged to choose between orchestra and band festivals.*

**2. Discretionary Absences:** Please carefully consider your use of the three allowed discretionary absences.

**3. Excused Absences:** For these specific reasons ONLY: illness, SAT or ACT exams, college auditions, or mandatory credit-related school events. *Absence from a dress rehearsal or concert is never excused.*

**Requesting absence:** Absence requests must be submitted in writing at least 2 weeks prior to the absence. Forms are available at the front desk at rehearsals and online through our website (in the Members Section). Sending a request does not mean that your absence has been granted. We will get back to you by email to confirm your request and keep you apprised of your attendance status for the year.

**Illness or emergency:** If you are too sick to come to rehearsal, please call or text us at 215-351-0363 to let us know.

**Lateness:** For a successful rehearsal, we need every member to be on time, in your seat, and ready to play. Lateness of more than 5 minutes will be noted in your attendance record. Frequent lateness will result in disciplinary action at the discretion of the Conductor and the Managing Director.

**Frequent or consecutive absences** are particularly detrimental to the continued artistic growth of the orchestra, and are therefore strongly discouraged. Requests for more than one absence per month are unlikely to be granted.

**Early departure** is strongly discouraged and in most cases will count as an absence. *Sinfonia does not excuse students early to attend Proms or other social events; please do not ask us.*

**OUR THREE CATEGORIES OF ABSENCE – MUSIC FESTIVALS, DISCRETIONARY, AND EXCUSED – ARE NOT INTERCHANGEABLE, AND ABSENCES FOR ONE KIND CANNOT BE USED FOR ANOTHER.**

We expect you to be responsible and serious about your commitment to Sinfonia by carefully planning your calendar to avoid scheduling conflicts, managing your time *in advance*, and communicating any conflicts to us in a timely fashion. Please communicate with us so we can help you resolve conflicts well in advance. *Any exceptions to this policy are made by the Conductor, in consultation with the Managing Director, on a case-by-case basis.*