

## ATTENDANCE POLICY

### **Aim:**

To promote a serious academic environment with high attendance rates and good behaviour among the student body.

### **Monitor:**

Daily attendance is recorded and the academic management team act promptly on poor attendees.

### **Policy:**

The school reserves the right to dismiss students in the event of misconduct, unpaid fees or poor or non-attendance. This policy will be made clear to students before and on arrival.

### **Procedures:**

- The school reserves the right to refuse admission or to dismiss any student in the event of misconduct, unsatisfactory attendance, timekeeping or work, without refund of fees.
- LanguageUK reserves the right to refuse admission to any student or to dismiss any student without refund of tuition fees in the event of misconduct, unsatisfactory attendance or work. The school expects students to attend all classes during their stay. If attendance falls below 80%, a student may be withdrawn from their course and no refund will be given. Students will only receive a leaving certificate if their attendance has been 80% or more.
- Information about applications, enrolment, attendance and progress at the school may be passed to the Immigration and Nationality Directorate of the Home Office for purposes connected with immigration. LanguageUK will inform agents/parents and, if a student is sponsored their embassy will be informed.
- Attendance records are kept for all students on student visas. Students in breach of their entry clearance conditions will have action taken against them, including notification to the Home Office. If students terminate their course early, the Home Office will be notified of their withdrawal from their course. Low attendance can affect future visa and university applications.
- Students who have not reached an expected level of English due to poor attendance may be asked to repeat the level or extend their course

### **Under-18s (16-17) in adult school**

- All under-18s in the adult school must sign a register every day before every lesson. This is monitored by reception and any 'missing student is followed up by first checking the class (in the event they have forgotten to sign the register). If the student is absent without any prior warning, they are contacted within 30 minutes of their reported absence.
- Under 18s are indicated in the registers with 'U' and staff are also asked to inform reception of any absences straight away.
- All authorised absence is checked against the Parental Consent Form and/or will be previously agreed by the agent or parent.

### **Authorised Absence:**

- Illness
- Doctor, hospital or dentist appointments
- University or school appointments
- Embassy appointments
- Family illness or emergency
- IELTS exam (exam only)
- Holiday (when permission has been given by the school)
- Religious observance

### Consecutive Unauthorised Days of Absence

If a student misses consecutive days the following action will be taken:

Day	Action
1	Telephone call from the Administration Office
2 & 3	Telephone call from Administration Office
4	First written warning emailed to student
5	Agent/ Emergency contact is informed of unauthorised absence
7	Second written warning emailed to student
10	Review of student's seriousness towards the school, if the student has a visa, we will contact the UK Border Agency
20	Expulsion from the school

### Lateness/Punctuality:

All students are expected to arrive on time for their classes. Students are marked as late if they are more than 10 minutes late. Students who arrive more than 10 minutes late for a class will have their lateness addressed by their teacher. Between 15 to 45 minutes the Head of English will address the lateness and it will be at their discretion if a student is allowed in to class before the break. If students are regularly late, they may be subject to our disciplinary procedure.

### Welfare:

If a student is absent for more than 3 days without contacting the school and is un-contactable, we will contact the student's emergency contact person, next of kin or the embassy (if appropriate). LanguageUK has a duty of care to all students during their time here.

### Advice:

- Regular attendance is the best way to make progress
- Classes often follow a progressive pattern with revision/review from previous lessons
- Low attendance is disruptive to both teachers and classmates
- Low attendance can affect future visa and university applications

**Policy written October 2015**

**Reviewed October 2016**

**Reviewed Sept 2017**

**Reviewed October 2018**

**Reviewed October 2019**