

## ATTENDANCE POLICY 2022

### 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 and welfare act promptly on poor attendees.

### Policy:

LanguageUK 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.

Excluding a student for non-attendance is a last resort and is a failure on our part as it often means that the student should not have been here in the first place.

### 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 If attendance falls below 80%, a student may be withdrawn from their course and no refund will be given.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.
- During the Induction talk on the first day, the Director of Studies or Head of welfare explains to all students the importance of attending class regularly and the consequences of not attending. They will also explain the school's policy regarding students arriving late for classes.
- Student attendance is recorded in the class registers on Demicks. Teachers must fill in the registers carefully, marking when a student is present or absent.
- If a student is late, they mark him/her down as present.
- If a student is absent, the teacher must indicate in the box whether the absence was excused or unauthorized.
- Teachers should, as a matter of course, always speak to any student who regularly arrives late or whose non-attendance disrupts the class. If the teacher feels that the lack of attendance is fast becoming a welfare issue head of safeguarding will be informed.
- Welfare keeps separate records for all students.
- Demicks also produces reports of overall attendance which can be analysed by term. These reports are discussed at senior management and teachers' meetings where appropriate follow-up action is decided on.

### 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 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.

#### **How students inform us if they are ill**

Students are informed in the induction talks and in their handbooks that when they are ill or have another good excuse for being absent, they need to text the Director of Studies or Welfare and accommodation on the number provided for them in their handbooks and on the back of their student card.

#### **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 into 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

### **Students Who Fail to Arrive for a Course They Have Booked**

If there is no valid reason for a student's non arrival a refund will not be available.

**Policy written October 2015**

**Reviewed October 2016**

**Reviewed Sept 2017**

**Reviewed October 2018**

**Reviewed October 2019**

**Reviewed October 2020**

**Reviewed October 2021**