

## Attendance Policy

- Students are expected to attend every lesson. Although for renewal of visa purposes a student must have attended 80% of their course, we expect 100% attendance. We make our 100% attendance policy clear in the induction and after any periods of absence. Attendance is discussed in routine 1:1 counseling sessions between teacher and student. A brief note on what is expected on attendance is included in the information given to students on the first day – this note does not tell students our full procedure (see below for example).
- The teacher completes the class register for each lesson during that lesson. Illness is treated as absence. Students who are not admitted to class due to lateness are marked absent. Students may be marked E for excused if we have agreed to this in advance (e.g. university interview) although this is still counted as absent. The teacher informs the academic manager if a student does not attend class for a full morning or afternoon. If a student under the age of 18 does not come to class, the teacher must inform the Academic Manager/Welfare Officer immediately so they can be contacted.
- The Academic Manager/Welfare Officer checks the registers each week to ensure that the teachers are completing them accurately, and informing them of absence.
- We use a 6-step procedure for dealing with non-attendance – see below. In any conversation with students we ask why they are not attending in order to try to remedy anything that we can affect.
- When a written warning is sent to a student this is sent from the New Eloise booking system so that an electronic record of the document is kept in the enrolment system.
- Past registers are kept carefully filed for ease of access.
- Special care is taken to keep student contact details up to date for those students in their own accommodation so that they can be contacted if not in school. Students are asked for their contact details on a routine

questionnaire every four weeks in order to catch changes of accommodation that we have not been previously informed about.

- Attendance is a routine agenda item for weekly meetings between teachers and the Academic Manager.
- A visa student who is absent for 10 consecutive days is immediately reported to the UK Border Agency.
- Students are always given an attendance certificate (produced through New Eloise) – it should record the correct percentage of attendance/ or number of sessions attended.

### **Procedure for Academic Managers/Welfare Officers on dealing with absence**

#### **STEP 1: Consultation**

- The Academic Manager/Welfare Officer arranges to talk to any student who has missed two sessions in the previous week. This meeting is not later than midday Tuesday of the following week. If the student is not in school, the student is contacted via the host family or via their private address or mobile.
- In the meeting the Academic Manager/Welfare Officer finds out why the student was absent, and whether there is anything the school can do if the student is experiencing problems. The student is reminded of the school policy and made aware of the next steps should they be absent again. The Academic Manager/Welfare Officer logs the name of the student, date of talk and comments on New Eloise. This provides evidence of follow up, and a tracking system of persistent poor attendance.

#### **STEP 2: First verbal warning**

- If the same student misses two sessions in a week again the following week, the Academic Manager/Welfare Officer normally gives them a first verbal warning. The Academic Manager/Welfare Officer will discuss any extenuating circumstances with the Principal before deciding the action.

#### **STEP 3: Second verbal warning**

- If the same student misses two sessions in the week after the first verbal warning, the Academic Manager/Welfare Officer gives them a second verbal warning.

#### **STEP 4: First written warning**

- If course attendance falls below 80%, the Academic Manager/Welfare Officer has a meeting with the student and gives them a first written warning which includes the threat of contacting their sponsor and expulsion if there is a repetition of absence of 2 sessions in a week. The student signs this document to indicate that they have received it and understand it.

#### **STEP 5: Second written warning**

- If course attendance over the whole course does not improve to over 80%, the Principal gives them a second written warning, and contacts their sponsor to inform them that unless they meet our expectations of attendance over the next two weeks they will be expelled and the UK Border Agency informed.

#### **STEP 6: Expulsion**

- If course attendance stays below 80% for the next two weeks the Principal expels them and informs the UK Border Agency. Note that Tier 4 students are tied to the school. In the case of Tier 4 scholarship students, follow steps 1-5 but don't expel.
- If at any point a student achieves 100% attendance for 4 weeks following their last warning then the slate is wiped clean and the procedure begins again from step 1.

## **Classroom Notice board information for students**

### **Attendance and Punctuality Policy**

At Basil Paterson we expect all our students to attend every lesson.

In order to make as much progress as possible, please:

- arrive on time for classes. If you are more than five minutes late, the teacher can ask you to leave and come back in the next hour.

- contact us if you are sick and cannot come to class. Email [info@basilpaterson.co.uk](mailto:info@basilpaterson.co.uk). Speak to the Welfare Officer if you need to see a doctor.

- attend all your lessons. If you are repeatedly absent, we will contact your sponsor, you may not receive a certificate and we may cancel your course.

- speak to the Academic Management team if there is a problem with your class. We are always here to help.

**Policy reviewed May 2018 by Sophie Revesz**