



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).
- Students are required to sign in at reception. If a student is not in school by 9:30, the accommodation officer calls the host family or student to check why they are not at school and informs the Academic Manager.
- The teacher completes the class register for each 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 (normally by completing an absence form) of any student who misses two sessions in a week (a session is 1 hr or 1.5 hrs).
- The academic manager 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 Principal and Academic Manager, and between teachers and Academic Manager.
- A student who is absent for 10 consecutive days is immediately reported to the UK Visas and Immigration.
- 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 on dealing with absence

STEP 1: Consultation

- The Academic Manager 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 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 logs the name of the student, date of talk and comments on a student absentee sheet. This sheet 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 in the next four weeks the Academic Manager normally gives them a first verbal warning. The Academic Manager 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 a week in the four weeks following the first verbal warning, the Academic Manager gives them a second verbal warning.

STEP 4: First written warning

- If course attendance over a 4 week period falls below 80% the Academic Manager 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% in the next 4 weeks 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 Visas and Immigration informed.

STEP 6: Expulsion

- If course attendance stays below 80% for the next two weeks the Principal expels them and informs the UK Visas and Immigration. 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 without discussion with a senior manager.
- 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.

Student Attendance

To make the most progress possible, we expect you to attend every lesson.

We record your attendance for all classes every day.

If you are absent from a class your teacher will tell the Academic Manager.

If you are absent for more than two sessions in a week we will contact you.

In cases of poor attendance we may contact sponsors, your course may be cancelled and you may have difficulty extending your visa for study purposes.

Sample warnings

Verbal warning

The verbal warning must include the following points:

- We expect 100% attendance
- Your English learning is not as fast as it should be as a consequence of absence
- You are letting down your classmates, your parents/sponsor and yourself
- You are now monitoring them very closely and expect an improvement
- Make the consequences of continued future poor attendance clear – contacting parents/sponsors and ultimately expulsion, informing UK Visas and Immigration and an inability to get back into the country

First written warning

RE: STUDENT NON-ATTENDANCE

Dear

I am writing to inform you about your attendance.

We have had several meetings about your attendance but you are still absent from classes. Your level of attendance is causing problems for your teachers and for other people in your class. You are not learning English as fast as you could. Unless you immediately attend all your classes from now on things will get very serious for you.

Currently, your attendance is below the required 80% average needed for you to retain your visa and to continue studying in England.

Unless you attend every class from now on:

- you may not be able to renew your visa to allow you to complete your studies with us or go on to further education within the UK
- you may be expelled from school due to your non-attendance
- if you are expelled you will not be entitled to a refund of your money
- I will have to inform the UK Visas and Immigration of your non-attendance and this could result in your being sent back home.
- I will also be contacting your agent, sponsor or parents

I expect you to now attend every one of your classes from now on.

If you have any questions regarding this letter, or how to get the best from your studies, please come and talk to me.

Yours

Academic Manager

Signed by student

Student

Date

Second written warning

RE: STUDENT NON-ATTENDANCE

Dear

I am writing to inform you about your attendance.

We are extremely disappointed that your attendance has not reached an acceptable level, despite the meetings with the Academic Manager and letter than you have had.

As a result this is a final warning:

- if your attendance does not improve immediately then we will expel you from the school and cancel your course.
- if this happens you will not be entitled to a refund of your money
- I will inform the UK Visas and Immigration of your non-attendance and this could result in your being sent back home. You will be unable to renew your visa to allow you to complete your studies elsewhere or go on to further education within the UK.

I expect an immediate improvement in your attendance.

Yours

Principal

Letter to agent at time of second written warning

RE: STUDENT NON-ATTENDANCE

Dear Partner

I am writing to ask you for your help.

The above student is not attending classes regularly. I have spoken with them repeatedly and written to them but the situation is not improving.

Unless this student's attendance improves immediately, we will expel them and they will not be entitled to a refund. In addition, they may not be able to renew their visa to allow them to complete their studies with us or go on to further education within the UK. Also, I will have to inform the relevant authorities of their non-attendance and this could result in their deportation.

Please could you contact the student or their sponsor (parents, company, etc) directly to inform them of the seriousness of this situation.

If you have any queries, please don't hesitate to contact me.

Thank you in advance for helping this student to get the most from their course.

Best regards

Principal

Letter to agent informing of cancellation of course

RE: STUDENT NON-ATTENDANCE

Dear Partner

I wrote to you recently asking for your help with the above student's non-attendance. I'm afraid the situation has not improved.

As this student has been persistently absent from school over the last two weeks, I have no choice now but to cancel their booking with the school and to inform the UK Visas and Immigration of their non-attendance.

Please could you contact the student or their sponsor (parents, company, etc) directly to inform them of this situation.

If you have any queries, please don't hesitate to contact me.

Best regards

Principal

Letter to UK Visas and Immigration

Managed Migration
Immigration and Nationality Directorate
Home Office
Student Task Force
Whitgift Centre
Block B 13th Floor East
CROYDON
CR9 1AT

Fax: 0208 760 3875
Tele: 0870 606 7766
Email : icc7@ind.homeoffice.gsi.gov.uk

Dear Sir/Madam

The above named student has been persistently absent from school over the last two weeks , so we have now cancelled their booking with the school and are hereby officially informing you of their non-attendance. The full details of the course are at the bottom of this letter.

We have the following available details and contact information for this student:

Student Nationality:
Student Country of Birth:
Student Address:
Student Telephone Number:

Visa support documentation has been provided in good faith by Regent Language Training and it is therefore possible that this person is now in the UK on an illegal basis.

If I can be of any further assistance, please do not hesitate to contact me.

Yours faithfully

Principal