



# Punctuality & Attendance Policy

## Recording Attendance

Teachers are provided with a new Class Register list and attendance register every Monday. The list should contain all the names of the students who should be attending their class. If the teacher has a student present in the class that is not listed, they should notify the Academic Manager at the earliest opportunity. Teachers should record the attendance after 15 minutes at the start of class and after the break. If a student is absent for more than 15 minutes, they will be marked absent for that period. Students are expected to arrive to class and return from break on time, and only depart the class at the end of the scheduled time. Students who are persistently late for class may be marked as absent for the first period until punctuality improves. Teacher's hand-in the Class Register of attendance every day and attendance are recorded daily in a School Management System. Teachers must sign, print their name and add a total for the number of students in class each day.

## Monitoring and Reporting Attendance

Every four weeks Academic Management will run attendance reports to identify all students who need to be contacted. Any student who has completed 4 weeks and whose attendance is below 85% will receive their first warning notification. Attendance rates and warning status for all students will be reported to immigration.

## Absenteeism & Expulsion

Every Non-EEA visa student who is enrolled on the Academic Year programme is obliged to attend a minimum of 85% of their classes. It is the student's responsibility to attend school on time and to inform the school if they can't attend for some reason.

## First Warning

If a student's attendance rate falls below 85%, they will be issued with their first formal written warning letter by email. The student will then have one month to improve their overall attendance rate.

## Second Warning

If the student fails to improve their attendance rate, they will be issued with their second formal written warning. The student will then have 4 weeks to improve their overall attendance rate.

## Third & Final Warning

If the student fails to improve their attendance rate, they will be issued with their Third and Final warning. The student will then have 4 weeks to improve their overall attendance rate.

## Expulsion

In cases where the student fails to improve their attendance rate, and does not have the opportunity to reach 85%, the Academic Manager may proceed to issue an expulsion notice. The student has the right of appeal which must be submitted in person with evidence of appeal conditions to the Managing Director within 14 days of notice.

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