



SCHOOL POLICY DOCUMENT

RECORD of PUPIL ATTENDANCE POLICY

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RECORD OF PUPIL ATTENDANCE

From October 2011 Select English will put in place a new biometric system to assist the Director of Studies and Registrar with the management of student absence.

The system will mean that every student will have to scan in his/her fingerprint at the commencement of each lesson at Station Road and, where applicable, at the latest 30 minutes before the beginning of their lessons at Free School Lane.

The first finger print scan will take place during student registration. On completion of the registration procedure each student will be given a biometric ID card showing their name, course and picture.

This process will also assist all school staff in identifying Select English students easily and will assist with student safeguarding within our own environments. As an addition to the process and to again assist the college with child safeguarding all staff from September 2011 will also carry an ID badge.

Once the student has scanned his/her finger print they will be expected to attend their first lesson within 5 minutes. Attendance registers are then taken for the remaining lessons of the day.

The Director of Studies will run off weekly attendance reports for discussion at 8am on Monday mornings with the Registrar. The Registrar and Director of Studies will then highlight any concerns and talk to the students concerned putting in place a paper trail. Absences will be dealt with in the following way:

- 3 missed contacts – oral warning
- 5 missed contacts – written warning
- 10 missed contacts - exclusion and report to the UKBA

A 'contact' is considered to be one day.

Students must contact the Reception or Director of Studies in the first instance if they are either sick or unable to attend school for any other reason. The system will then be updated.

Teachers must notify the Director of Studies as soon as possible if a student who is less than sixteen years of age is missing from their lessons, although generally during the academic year, there are no students under 16. Where applicable, the age of all students will be shown on the class lists at the beginning of each new term.

For summer courses at different locations, Course Directors should check attendance registers and report any absences to the Director of Studies. If host families call the Accommodation and Welfare Officer to notify the school of student absence

