

RECORD OF STUDENT ATTENDANCE

Issue: 2	Document Number: SEL13
Issue Date: January 2017	Originator: Hanna Claydon
Review Date: January 2019	Responsibility: Nadine Kaminska

We expect all students to attend 100% of classes on time.

Monitoring attendance

Teachers take registers at the start of each lesson. In addition, the Director of Studies visits all classes by 9.30am each morning to check attendance. Teachers should inform her if any students are missing. The Director of Studies will then make every effort to contact the student and find out why they are absent.

If a student aged under 18 is absent for any lesson during the day, it is the teacher's responsibility to contact the Director of Studies to inform her of the absence. She will then make every effort to contact the student to find out why they are absent. All U18s are clearly marked on class lists and registers and names are displayed in the staff room and Director of Studies office.

Attendance is recorded on a spreadsheet each week and the student's overall % attendance rate is calculated.

Punctuality

If a student is more than 10 minutes late for a lesson, the teacher may refuse them entry if it would cause too much disturbance to the class for them to enter. In this case, U18s must be sent to the Director of Studies office.

Lateness is recorded on the register. If a student is repeatedly late, they will receive a warning from the Director of Studies.

Absence

If a student is going to be absent for illness or any other reason, they should contact the Director of Studies by phone or email before 9am.

If a student's attendance rate:

- ★ falls below 90%, the Director of Studies will speak to them to find out why
- ★ falls below 80%, they will receive a written warning. This will be passed on to parents or agents, where appropriate

★ is below 80% at the end of their course, they will not be given a report or certificate

If a student continues to miss lessons:

1. they will be given a second written warning and their parents or agents will be informed
2. they will be given a final written warning and their parents or agents will be informed
3. they will be expelled from the school. In this case, fees are non-refundable.

Tier 4 students

David McEwan Cox has special responsibility for monitoring all Tier 4 students.

Every Tier 4 student is given a student ID Card on their first day at Select English. The card includes their photo and course details. They use this card each day to log their attendance. Students must use their card before the start of their first lesson each day at Station Road.

This process will also assist all school staff in identifying Select English students easily and will assist

Once the student has clocked in they will be expected to attend their first lesson within 5 minutes.

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.

Summer

For summer courses at different locations, Course Directors or Course Assistants should check classes each morning and make every effort to contact any missing students. The Director of Studies should be informed immediately if a student cannot be contacted.

If host families call the Accommodation Officer to notify the school of student absence, this information should be passed to the Course Director.