



## ATTENDANCE POLICY

Students must attend classes to the satisfaction of the Home Office and Directors of Studies.

Absence is permissible under certain circumstances (such as illness) but students are generally expected to attend a minimum of 80% throughout duration of their courses. All students, regardless of their visa situations and duration of their courses, are expected to comply with the Academy's rules of attendance.

Students are also expected to arrive in good time for their classes. Late arrivals disrupt the rest of the class. Teachers will have the right to deny entry to class for students who arrive more than half an hour late.

The Academy is by law obliged to inform the immigration authorities of non authorised absences of 20% or more. Furthermore, student non-attendance can be an indicator of academic or personal problems of many kinds.

It is the class teacher's' responsibility to fill in the class registers correctly. Attendance of all students will be clearly indicated on the registers. Attendance will be taken twice during classes; one before and one last break of the day. Late comers and early leavers will be clearly indicated on the registers. Class teachers will be expected to report any attendance patterns they may recognize in their classes.

Attendance patterns that indicate an issue will be reported by the class teachers to directors of studies who may wish to have an informal chat with the student and/or refer him to the administration staff and/or welfare officer. Problems will be dealt with promptly and efficiently by the Academy.

### **Informing students of rules and regulations**

All students will be informed of the Academy's attendance rules at point of registry.

Attendance rules are clearly stated on our Terms and Conditions. All students are provided with a copy and it is the responsibility of the Administration staff to summarise the Attendance rules to the student at point of registry.

### **Informing teaching and administration staff of attendance rules**

All teaching and administration staff will be informed of the attendance rules and their respective responsibilities will be clearly stated to them during their initial induction. The procedures concerning attendance issues are conducted on a daily basis and poor performance will be dealt with promptly.



### **Procedure for dealing with non-attendance**

**a-** Any students who attend less than 4 days a week without a valid excuse will be issued with a warning letter and will be asked to see the Director of Studies. In the event the student does not comply with the attendance rules, remaining course with the Academy will be cancelled and these students will not be eligible for refund of their monies.

**b-** Students who fail to attend their classes for two consecutive days a week will be contacted by phone by the end of the second day of non-attendance. The “courtesy calls” are made to find out about the wellbeing and safety of the student. The courtesy calls and outcomes are clearly recorded in a log book. If the outcome is such that the student did have a valid excuse for non attendance and this was not communicated to the Academy in advance for some reason, the student is invited to re-join classes when possible and perhaps support his/her excuse with documentation such as a doctor’s report.

**c-** If a student was not contactable by phone or email on the day, a courtesy email /letter1 will be dispatched immediately.

**d-** In the event of no contact with the student after dispatch of email/letter1 within one week, a letter of notice (LETTER 2) will be posted reminding the student his/her responsibilities and obligations of the Academy to report the student if no contact is made. Student will be given 5 working days’ notice to get in touch with the Academy.

**e-** On the 5th working day, as mentioned in LETTER 2, a cancellation letter (LETTER 3) is dispatched and the Home Office is informed of the student's’ absence without authority.