

# WINDSOR ENGLISH

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*Appendix E*

## **STUDENT ABSENCE POLICY**

### **POLICY STATEMENT**

Windsor English highlights regular attendance and punctuality as key elements in learners' ability to achieve. Procedures for the early recognition of poor punctuality and non-attendance are already put in place and follow in taking appropriate action.

Good attendance and punctuality are part of Windsor English drive to improve retention and achievement and its strategy to raise standards generally. Students, who are on a student visa, must adhere to the college attendance policy, in order to comply with Home Office requirements.

The student and parents bear the responsibility for attendance decisions and accept either positive or negative consequences of those decisions. Consequences of excessive absences always result in lost opportunities for learning and reporting to the Home Office for visa-national students.

We encourage students to be in school every day to receive the best possible education. The consequences for deciding not to be in school go hand in hand with "real life" choices and decisions.

### **AIM**

- To monitor student attendance at all taught sessions;
- To ensure that there are procedures in place to deal with absences and poor punctuality;
- To emphasise that students' outside commitments come second to their commitment to learning;
- To identify 'at risk' students quickly and take appropriate action;
- To encourage students to recognise punctuality as a courtesy to fellow students as well as to staff;
- To discourage students from taking holidays during course time;
- To recommend that work arrangements, medical visits and any excursion not organised by the school are made outside lesson hours.

### **ATTENDANCE AND REGISTERS**

1. Students must attend at least 80% of classes.
2. Students must come to class on time. If a student is more than 15 minutes late, he/she will be marked as absent for the whole class.
3. If a student is marked present on the class register and then disappears from the lesson without teacher permission, the teacher has the right to change the student's attendance status to absent for that lesson.
4. Unless the student's teacher has given the student permission to leave the class, a student must be physically present in the class in order to be marked 'present' on the attendance register.
5. If you are in the computer room doing your work during class time and you have no permission from your teacher to be there, you will be marked as absent for that lesson. Lesson time is not a time for you to be in the computer room doing your homework or setting your own study agenda.
6. If your address and other contact details change, in order for the school to always be able to reach you for monitoring purposes, you must inform Windsor English within 10 working days of your change of address or contact details.

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## ABSENCE REGULATIONS

1. Students must keep their teacher or the school office informed of any absence and their reason via phone, email or letter. It is compulsory that, after the 3<sup>rd</sup> consecutive day of absence, students show either a medical certificate or, if not registered by a local GP yet, a statement signed by their tutor (host family or relative).
2. Student must communicate the reasons and overall length of their absence in a letter when as long as one or more weeks, as well as attach copy of a medical certificate.
3. If students absences are due to reasons other than illness, a valid motif must be provided.
4. Student attendance is checked by administration staff at the end of each week.
5. If a student's attendance falls to approximately 85 percent of scheduled classes, he/she will be warned informally by phone, email or letter of being at risk of breaching his or her visa conditions because of unsatisfactory attendance.
6. If a student's attendance falls to 80 percent of scheduled classes or is absent from school for 5 consecutive days, he/she will be reported to the UKBA immediately no matter the reason for the absence.
7. Visa-national students who do not commence or complete the course will be reported to the UKBA immediately. Visa-national student who are likely commence their course later than the agreed date must communicate it to the school office, as well as inform the Immigration authorities. The school will then count the length (in months) of the course from the first effective course day. Those who fail to do so will be reported to the UKBA.
8. Individual counselling on immigration matters, including applications for extensions of leave to remain, will not be given by the school office. Such matters should be addressed to the UK Immigration Border department that has issue the study permit.

## ABSENCE DUE TO ILLNESS

Students must show proof of illness with either a medical certificate or a signed statement from their parent/tutor/host family, however, presentation of a medical certificate produced at the time that you are not well will not automatically result in your attendance not being monitored during the period covered by it.

Only in compelling circumstances will a medical certificate be taken into consideration, so that your attendance is not monitored for the period covered by the medical certificate. Windsor English will determine, on a case by case basis, whether to temporarily suspend a student's studies, so that attendance is not monitored during the period covered by the medical certificate.