

Punctuality & Attendance Policy

Recording Attendance

Teachers are provided with a new class list 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 each lesson and every hour thereafter. If a student is absent for more than 15 minutes they will be marked absent for that hour of class. 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. Every Friday teacher hand in their attendance records and the Academic Manger will record the information securely in our school management software Orion. Students can enquire about their attendance rate at reception at any time.

Monitoring Attendance

Every two weeks Academic Management will run reports on attendance to identify any students who need to be contacted. Any student who has completed 4 weeks and whose attendance is below 85% will receive an email and text message warning them to improve. This warning will be recorded. Any student who has completed 6 weeks and whose attendance is below 75% will receive their first formal warning letter and will be will be reported to GNIB.

Absenteeism & Expulsion

Every Non-EEA visa student who is enrolled on the Academic Year programme is legally 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 is they can't attend for some reason.

First Warning

If a student's attendance rate falls below the minimum level required and they fail to respond to an early warning text and email, they will be issued with their first formal written warning letter. The students will then be given one month to bring their attendance up to 85%. If their attendance is too low to achieve this they must attend in full without absence for that month.

Second Warning

If the student fails to bring their attendance up to 85% or fails to attend in full they will be issued with their second formal written warning. The student will be required to meet with the Academic Manager who will explain the seriousness of the issue and details will be sent to their agent.

Third & Final Warning

If the student continues to miss classes and shows little sign of any effort, they will be issued with their third and final warning. They will be asked to report to the Managing Director, and their details will be sent to the office of immigration. Should the student continue to make no visible effort to attend lessons in the week post the third written warning, the Academic Manager will expel the student, informing the office of immigration and the student's agency that every opportunity was given to the student to attend lessons.