

ATTENDANCE

policy





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STATEMENT



Express English College expects all students to attend all their lessons and arrive at class on time. Students are expected to remain in class for the full allocated time and should not leave the class without having a prearranged or compelling reason. A register will be taken at the start of the class. All unauthorised classes will be followed up.

This policy is based around students attending classes at EEC's premises. The same rules and procedures apply to online teaching, where appropriate. Registers of attendance are maintained for online courses and absences will be followed up.

AIMS



To ensure that students understand the importance of attending their lessons regularly;



To understand the reasons behind students' absences;



To ensure student safety, especially for students under 18 years old.



RULES

The minimum attendance level accepted by the college is 80%. If a student's attendance is below 80%, they will not get an attendance certificate.

In certain situations, if the student informs the college before the day of absence, they will be given special permission to be absent. These situations are as follows:



You are ill (you will need to show us a doctor's appointment slip or hospital appointment letter);



You need to be absent for compassionate reasons, for example, the illness of a family member;



You must attend an important appointment, such as going to hospital, visiting your embassy, or registering at the police station. We will need to see your appointment letter. You should make any other appointments, such as visiting the bank or viewing accommodation, outside of class times;



You need to/want to take one day off in a month for a cultural or religious festival. The college is closed for the Eid and Christmas festivals;



You need to attend a family wedding or funeral.

Where we ask you to show us evidence of your reason for absence, such as a doctor's letter or appointment card, you can show this to your teacher or to the member of staff at reception.

The college understands that, sometimes, students or their

families can be ill or affected by exceptional circumstances. Therefore, we will always help and support you in these situations, or in any other kind of personal or family crisis, that affects attendance or studies.

PROCEDURES



Students' attendance and punctuality is recorded by the teacher in every lesson. The teacher also makes a record of any student who leaves class for any reason before the normal class ending time. Completion of registers is checked daily by the Academic Management team.



As part of the college's safeguarding responsibilities, immediate action will be taken to contact any student under 18 who is absent without authority after 20 minutes of class time. The class teacher should notify reception or any member of the management team who will take immediate action.



Continuing effort should be made to contact under-18-year-olds who are absent from class. Action taken is recorded by the Welfare Manager/Designated Safeguarding Lead.



Where possible the Assistant Academic Manager or Academic Manager calls all absent students later in the day, to check on their health and wellbeing, and to confirm attendance next lesson.



Registers are checked by the Academic Manager or Assistant Academic Manager and continued absences or absence following a pattern are noted.



Tim Catterall
Academic Manager



Moz Pereira
Welfare Manager

DISCIPLINARY ACTION FOR CONTINUED UNAUTHORISED ABSENCE



- 1 The student receives a verbal warning from their teacher.
- 2 If the pattern of absence continues, the student receives the first warning letter.
- 3 A meeting with the Academic Manager follows the first warning letter.
- 4 In the light of continued absence, the student receives a second warning letter. This is followed by another meeting with the Academic Manager.
- 5 The student will receive a final warning letter confirming that any more absences will result in expulsion.
- 6 In the event of further unauthorized absence the student is expelled.
- 7 The student should leave the school the same week that they receive the dismissal letter.
- 8 An expelled student will not receive any refund of their paid college fees after the date of expulsion.

Review: Reviewed August 2021 (TC)

This document to be reviewed by the management team not less than every six months. Next review due February 2022. It may also be subject to any changes based on UK law.



Tim Catterall
Academic Manager



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