

Attendance and Punctuality Policy

Primary person responsible for updates to this policy: Chris Randell

Job title: Principal

Last review date: July 2021

Next review date: July 2022

Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

‘Parents’ refers to parents, guardians and carers and agents where appropriate.

Attendance & Punctuality Policy

Having excellent attendance and good punctuality are fundamental to achieving success in study at any level. Both attendance and punctuality are monitored every day and are rewarded as part of the effort grade system. Whilst some absence is unavoidable (illness, university interviews) all students must aim to achieve over 90% and any absences must be explained and authorised.

Attendance

- Any absence requires a written note by email or in touch to admin@abbeymanchester.co.uk or a phone call to 0161 817 2700 from a parent/guardian for local students, or the House Parents / host family for international students. This should be before 9am. Those students living independently need to take responsibility for attendance and will need to contact the college directly using the above details.
- International Students need to be familiar with the Attendance Policy written with respect to UKVI conditions (see Appendix 1)
- If absence is foreseen (e.g. dentist), notification is required before a student can be excused from a lesson
- We will in touch message or phone parents/guardians if any students are absent without authorisation. Contact will be maintained on a continual basis until absence is identified and / or authorised.
- If you are late you must sign in **IN THE BASEMENT** with the Study Supervisor (see the section on punctuality)
- Boarding or independent living students who are off ill will receive a phone call or visit from the college nurse.
- For a medical absence of 3 days or more, an appointment with a doctor is recommended and enforced where necessary.

Punctuality

- Being late means a student will miss the first 20 minutes of a lesson and this will be recorded by the study supervisor.
- If a student is late, he/she will be signed in at the door and will then go to the basement study and work in there quietly. The student will be sent to the lesson by the Study Supervisor 20 minutes into the lesson. This will be the only second entry point into the lesson.
- Persistent lateness will be treated as a serious disciplinary offence as it disrupts lessons for the teacher and other students.

Patterns of absence and punctuality will be monitored carefully along with the overall percentage attendance and dealt with as appropriate according to disciplinary processes.

Disciplinary committee

The committee meets to see a student where there are concerns about various matters including attendance (see Behaviour Policy)

Various sanctions are applied including:

- Verbal and written warnings

- UCAS form being delayed
- Internal Suspensions
- Monitoring report
- Enforced study and early bird/twilight in college to make up lesson time
- Permanent exclusion

The sanction imposed depends upon the frequency and level of absence. All students are expected to attend all lessons during term times. Any avoidable absence will result in sanctions to ensure study time is not lost.

School holidays

In normal circumstances, flights back to the home country must not be booked during term time even if authorised by a parent. The time missed will need to be made up during additional lunchtime or twilight detentions. During this time work will be completed. Please note that additional teaching will not be provided to cover missed time.

Attendance Policy for International Students relating to UKVI Policy Guidance / Sponsorship Duties

The UKVI have published guidelines on 'contact' with Tier 4 students and when the rules are considered to have been breached.

- A 'contact' as referred to in the Tier 4 Sponsor guidance is an academic day at college (a day when the student has timetabled classes). Therefore 10 missed consecutive contacts would be a two-week period for most students.
- A missed contact would be where a student has missed an academic day in its entirety without authorisation of the college. If the student is absent without authorisation during one period but attends other periods during that day then this would not be a missed contact. Similarly, if any missed period during the academic day is authorised then this day is not considered a missed contact.
- A student making contact (by phone, email etc.) is not considered a contact for the purposes of this policy
- Study leave is considered authorised absence for the purposes of this policy
- A day at college where the student is expected to attend one or more exams is a contact

Checking students' attendance

Attendance monitoring at the college allows for checks on every lesson and any issues are immediately addressed. It is therefore uncommon to experience numerous missed consecutive contacts without action being taken to address the situation. However, in relation to Group Compliance best practice, it is recommended to conduct three attendance checkpoints during the year; one at the end of each term.

To facilitate this, Student Services will run a list of all Tier 4 students and their attendance and if any student has missed 10 consecutive contacts during the period since the last checkpoint, without authorisation, then this student should be referred immediately to the Principal to consider exclusion for non-attendance. This decision must be made and the student reported, if excluded, within 10 working days of the checkpoint date.

The decision on whether to exclude the student or not, **must** be documented. This is particularly in the case of the student **not** being excluded as the UKVI expect these situations to be uncommon. The decision **not** to exclude following a student missing 10 consecutive contacts must be explained in detail and added to the student's file.

Reporting Duties

Any student who is excluded for non-attendance must be reported under the following category and sub-category:

- ❖ Sponsorship Withdrawn: Sponsor has stopped sponsoring the student
- ❖ Sponsor has excluded or withdrawn student from course

Date sponsorship withdrawn should be the date of the **final decision** and notification to exclude the student from the course

The report should be made within 10 working days of the relevant checkpoint and the decision to exclude should be made as soon as possible after the checkpoint.

Other Sponsorship Duties

The person responsible for monitoring attendance must include for non-attendance trends in order to be able to question a student about them if necessary. These situations could indicate a breach of the conditions of leave (for example, illegal working).

International Students – Induction Document – Attendance Rules

Students are issued with the following guidelines set out below at the point of induction.

Abbey College Manchester is your sponsor in the UK. Without us, you do not have permission to be in the UK. This means that we hold a government licence to allow international students to study with us.

The UKVI has very strict rules and regulations about the attendance of international students.

PLEASE READ THE FOLLOWING RULES VERY CAREFULLY

1] You must maintain a weekly attendance figure of at least 90%

-Your attendance and punctuality is monitored every day for every single lesson.

-In order to comply with the conditions of your visa, Abbey College Manchester requires you to maintain a minimum WEEKLY attendance of 90%.

-Every week your attendance figure will be scrutinised. If the figure is below 90% your parents and agents and guardians will also be contacted, and disciplinary action may be taken.

-If your attendance repeatedly falls below 90%, we may report you to the UKVI, withdraw our sponsorship, and you may have to leave the country.

In order to ensure your academic success your weekly attendance figure will be classified in the following way:

95% + _____ GREEN: on the way to achieving success
90%-94% _____ AMBER: in danger of underachieving
under 90% _____ RED: in danger of NOT achieving success

2] You must be able to explain and justify all absences

-If you are unexpectedly absent from college due to sickness or any other unavoidable reason you must contact college before 9am either by phone or by email.

Phone: 0161 817 2700

Email: admin@abbeymanchester.co.uk

NB: For students at Clydesdale House the House Parent will contact college. For students in Host Family, the host will contact the college.

-Absences may only be authorised for:

- 1] Genuine illness [evidence of illness required]
- 2] UKVI visa appointments [evidence of appointment required]

-Authorisation is not automatic. Your Head of House must authorise your absence.

-Authorised absences do NOT improve your overall attendance figure.

-In the case of any absence it is your responsibility to inform your teachers, collect missed work and complete all missed homework assignments.

3] You must notify us in advance of any planned absences

-If you know in advance that you will miss class for any reason you must inform your Head of House.

Examples of when absences may be authorised are:-

- 1] Scheduled medical appointments – hospital / dentist
- 2] UKVI visa appointments [evidence of appointment required]

-Authorisation is not automatic. Your Head of House must agree to authorise your absence.

-Authorised absences do NOT improve your overall attendance figure.

-In the case of any absence it is your responsibility to inform your teachers, collect missed work and complete all missed homework assignments.

4] You must ensure that we are able to contact you at all times

-As your sponsors we must know where you are at all times. It is a UKVI law.

-You are responsible for providing us with up-to-date contact numbers in order to protect your visa in case of a UKVI inspection.

- If you change any of your contact details, please let your Head of House, Tutor or Student Services know as soon as possible.

DECLARATION BY STUDENT

I have read and understood the above information and agree to abide by its terms.

Signature: _____

Print Name (clearly): _____

Date: _____

Additional information linked to the COVID-19 or other pandemic

As the college day will be modified to accommodate social distancing and distance learning the punctuality rule will not be operational until it is possible to remove the social distancing measures. Lateness will be recorded but disciplinary action will be more lenient as safe travel takes precedence.

All lessons (whether face to face or distance learning) will be registered at the start and lateness noted. Non-engagement with lessons will lead to disciplinary action where no valid reason can be provided. Again, there will be more lenience until the college is operating normally.