



## Absence Recording

1. Students sign in when they enter the building and sign out when they leave.
2. If a student is late for a lesson, the tutor comes to the Main Office after ten minutes of waiting for the student in the classroom. A member of Office staff attempts to contact the student by telephone to ascertain their whereabouts.
3. If the student does not turn up and cannot be contacted, their absence is written up on a list of absences held in the Main Office.
4. The office updates a spreadsheet of absences from tutorials based on this list on a daily basis.
5. The spreadsheet highlights areas of concern where the reported absence level is above 15% of the expected contact hours.
6. The Student Welfare Manager uses the above alongside “soft” data to bring the cases of any students causing concern to a weekly (Friday 3.30pm) meeting with the Principal and Director of Studies.
7. In order to sustain the academic progress and pastoral support of students, measures are put in place at the weekly meeting (Friday 3.30pm) to encourage improved attendance. These measures might include:
  - a. withdrawal of internet access in host families
  - b. extended supervised study
  - c. supervised homework in the board room
  - d. earlier signing in
  - e. daily academic progress reporting
  - f. mentoring
  - g. visiting the student’s address
  - h. writing an email, letter or text to the student
  - i. informing parents and educational agents
  - j. In extreme cases, informing the police
8. In the rare case where a student has not contacted the college for a number of anticipated contacts, usually defined as a working day, this becomes apparent at the Friday 3.30pm meeting and relies additionally on the data provided on the signing in sheet, absence spreadsheet and tutor records. Staff are aware that where there have been 10 consecutive missed contact points, generally 10 working days without contact, the student must be reported to UKBA Migrant Reporting. Such a decision would be taken at the Friday 3.30pm meeting.