Absence Procedure

1. Awareness

Students for whom the College provides a CAS are informed by writing in their Offer Letter of their responsibilities concerning attendance.

All students are informed in the Student Handbook about absence procedures and as part of New Student Induction.

All tutors are informed in the Tutor Handbook about their absence reporting responsibilities and as part of New Tutor Induction.

2. Initial Reporting of Absence

If a student has not arrived at the expected time for a timetabled tutorial, this is reported as soon as possible by the tutor to the main office. The main office will attempt to contact the student to find out why they are delayed.

If the student has not arrived 15 minutes or more after the expected time, tutors report this to the office as an absence by entering the details onto the Daily Absence Register. Tutors also record details of their students' absences on their own pay claim form which is submitted every month for verification.

If it has been agreed in advance (the student has provided at least a full working day's notice) that a student is ill or unable attend and that therefore this lesson can be made up, then this will be recorded as an authorised absence. Other absences may be recorded as "authorised" at the discretion of the Academic Principal, COO or Director of Studies.

3. College Recording and Monitoring of Absence

The Student Welfare Manager monitors the Daily Absence Register on a regular basis and follow up with students personally to discuss any unauthorised absences. Where the Student Welfare Manager has cause for concern about on-going unauthorised absences she will inform the Academic Principal as soon as possible.

The Daily Absence Register is used to update the college's student attendance records daily which are used to analyse any patterns of non-attendance and track where absence may have implications on their visa obligations and academic progress. Where appropriate, parents and agents are informed and a record of follow-up action is kept alongside the attendance records.

4. Breaches

The Academic Principal will make a judgement on how to proceed where a student is failing to attend appropriately. Where possible, the student will be supported in changing behaviour so as to remain in education at the college.

If, after all means of support have been exhausted and after consultation with the parent or agent, attendance levels do not improve, the college will invoke the ultimate sanction of advising the student to seek an alternative college. In any such case, the Academic Principal will liaise with the Senior Management Team before taking any such action.

Where the student has been sponsored by the college for a Tier 4 visa, the Academic Principal will ensure that Migrant Reporting is made aware of the expulsion of the student. In such cases, the Academic Principal will first make a judgement as to whether the UKBA's guidelines have been breached. Where there have been 10 consecutive missed contacts, the college recognises its responsibility to inform Migrant Reporting.

The college supports any expelled student in finding an alternative college by providing a reference, where requested and providing all useful information regarding examination board details and past unit results to the receiving college. The absence procedure above all is intended to support student progress and not to be unnecessarily punitive.