



### **Attendance policy**

All students of the school are expected to attend 100% of the classes for which they have registered.

In this sense “attend” means being physically present for the whole of the scheduled lesson.

Attendance will be excused as a result of illness but in the event of illness causing absence, doctor’s certificate must be presented to reception.

Attendance is recorded once a day for each teaching session and students present at the time of registration are deemed to be present. Students arriving at class later than the time of registration may be included in the register at the discretion of the teacher.

Any absence must be reported to the school on the first day of absence or in advance if possible.

At the discretion of the school manager or a delegated member of the administrative staff, an exceptional absence may be permitted subject to any restrictions related to the student’s status as, for example, a Tier 4 student.

Notices reminding students of their attendance obligations expressed in accessible language are posted in all classrooms and at key points in the building.

### **Attendance Checking Procedures**

1. At the end of every session registers, duly completed, are lodged with reception.
2. Administrative staff telephone all absent students who have not been excused and verify the reason for absence.
3. In cases where this is deemed to be reasonable – for example, an unexpected attendance for medical reasons at hospital or a G.P’s practice the student may be excused.
4. In cases where there is no reasonable excuse for an absence the student is recorded as definitively absent for the session.
5. A warning email/letter is sent to the student after a total of 5 unpermitted absences have been recorded.
6. All Tier 4 and under 18 students’ must sign in each day at reception
7. If a Tier 4 student is recorded as having been absent without permission on 10 school days, a report is sent to the UKBA website.
8. Responsibility for the operation of this system lies with the administrative staff of the school, under the control of the reception manager.



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9. Responsibility for keeping registers up to date daily lies with the teaching staff of the school, under the control of the reception manger.

### **Class punctuality policy**

All students are expected to arrive at class punctually and in time to be able to participate in class activities.

Teachers may, at their discretion, allow a student to join a class up to 15 minutes late.

Beyond 15 minutes of the start of a lesson, teachers may ask students to wait until the break time.

Administrative staff should respect these rules when, for example, sending new students to classes unless special arrangements have been made with the teacher(s) involved.

Students who repeatedly fail to comply with punctuality requirements should be sent to see the Director of Studies in order to explore ways of solving their punctuality problems.

During peek operation, students may be sent into classes at any time during Monday enrolment.

Documents history

April 2011 (Chris Edge) first draft

June 2014 (Oliver Eke) revised and agreed

September 2015 (Deborah Velandia, Hazel Parker, Lawrence Eke) revised and agreed.

Next revision due on December 2016