

Attendance Policy

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Student attendance policy

Introduction

1. The student attendance policy has been developed as part of WE Bridge Academy's commitment to providing a supportive learning environment that enables all students who have chosen to study at WE Bridge Academy to achieve their full potential.
2. WE Bridge Academy recognises the investment that students and their sponsors make when a student enrolls on a course and considers that it has responsibility to act on non-attendance so that students can be supported to complete their programmes of study successfully.
3. WE Bridge Academy has a legal duty to monitor the attendance of students from non-European Economic Areas (non-EEA) who have Tier 4 visas and to report those who do not meet the required number of attendances to United Kingdom and Visas and Immigration (UKVI).

Policy statement

4. Attendance is a key component in student retention, progression and achievement. Regular attendance and academic achievement are closely linked.
5. WE Bridge Academy expects students to:
 - attend all learning and teaching sessions on the programme on which they are enrolled. Examples of learning and teaching sessions include classes, lectures, seminar, tutorials, workshops and laboratory sessions.
 - arrive on time for classes and remain for the duration of the teaching session.

Students who arrive late for a class will not be admitted, except for exceptional circumstances or a pre-approved lateness. They must wait until the end of the next break to join the class. The student will be marked absent without authorisation for the class time that they missed.

Responsibilities

6. Students are responsible for attending all learning and teaching sessions associated with their programme of study. Students must notify the Director of Studies (DoS), Assistant Director of Studies (ADoS) or Academic Support Officer (ASO) in advance (before the scheduled class) if they expect to be absent from timetabled classes. This can be done in person, by email or by telephone. Emails received from students will be followed up with phone calls by the DoS / ADoS / ASO where deemed appropriate.

Authorised Absences

7. The following reasons for absence will be treated as authorised if the student informs the school in advance or as soon as possible to do so.

- Illness (with a doctor's note)
- Doctor, hospital or dentist appointments (with proof of appointment)
- University appointments (with proof of appointment)
- Embassy appointments (with proof of appointment)
- Family illness or emergency
- IELTS exams (exam only)
- Holiday (if pre-approved by school and sponsor if applicable)
- Religious observance

Absences that fall outside these reasons will be recoded as unauthorised. Authorised absence which significantly affects a student's understanding and grasp of course material or causes them to miss significant numbers of learning and teaching sessions, tutorials and deadlines, may be treated in the same way as unauthorised absences. To have an absence authorised the student must complete an 'Absence notification' form stating the reason for the absence and provide any supporting documentation.

8. Module teachers are responsible for reminding students of the importance of regular attendance at learning and teaching sessions and for recording student attendance. The Academic Support Officer is responsible for ensuring that all teaching staff maintain an accurate record of student attendance. They will do this by remotely checking that the attendance register on the SEAtS system has been completed for every class on a daily basis.

Absence Monitoring Procedure

9. Teachers record student attendance on the SEAtS system. Any absence will be recorded as unauthorised, unless informed otherwise by the DoS, ADoS or ASO. If a student who is recorded as unauthorised absence provides an acceptable reason for their absence (see 7 above), their record will be amended by the DoS, ADoS or ASO.

10. The ASO will monitor student attendance through the automated SEAtS attendance criteria.

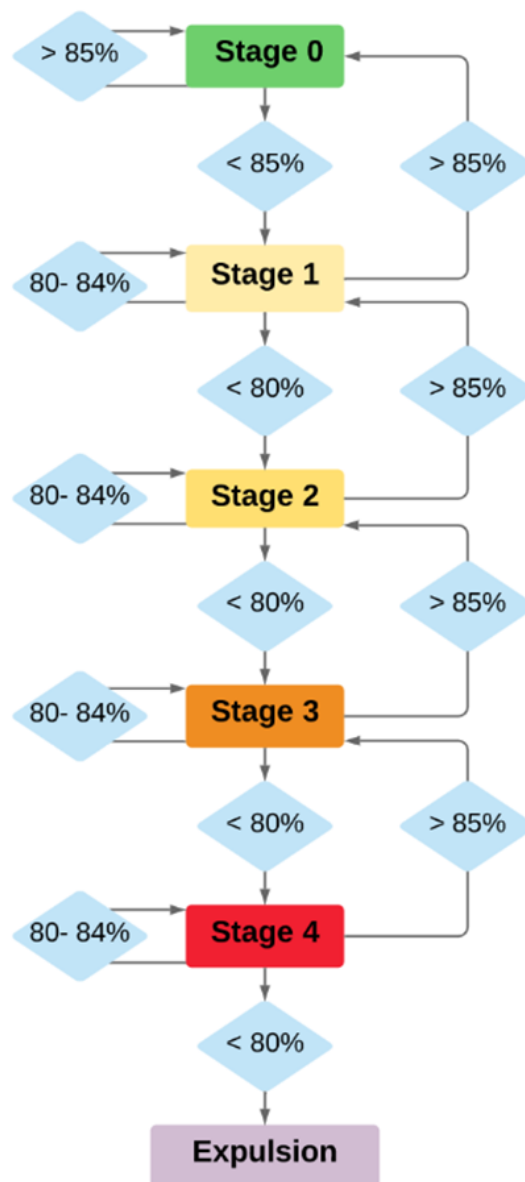
Sanctions in the event of non-attendance.

11. If a student's attendance is unsatisfactory, (failure to attend 85% learning and teaching sessions over the preceding 14 days) due to unauthorised absences, the following procedure will be implemented:

- The attendance absence sanctions policy consists of 5 stages: 0 → 5

Stage 0 – no action
 Stage 1 warning
 Stage 2 warning
 Stage 3 warning
 Stage 4 warning
 Stage 5 expulsion

- All students who have 85%+ attendance remain on stage 0.
- Attendance will be checked every 14 days
- Students with < 85% attendance escalate to stage 1 warning
- Students who continue to have unsatisfactory attendance be moved up the warning stages.
- For any student on stage 1 – 3:
 - Attendance ≥ 85% de-escalate to preceding stage
 - Attendance = 80 – 84% stay on same stage
 - Attendance < 85% escalate to next stage
- For any student on stage 4:
 - Attendance ≥ 85% de-escalate to preceding stage
 - Attendance = 80 – 84% stay on same stage
 - Attendance < 85% expulsion



All escalations will be accompanied by a formal meeting with the academic team during which the student is issued the appropriate level of warning. In the case of students studying at the academy on a Tier 4 visa, expulsion from the academy will result of withdrawal of Tier 4 visa sponsorship. The UKVI will be informed of students who have had they visa sponsorship withdrawn.

Holidays

12. Students wishing to take time off outside of set holiday periods must get approval from the DoS or ADoS in advance. This must be done in writing via a holiday request form. Any holidays taken without prior approval will be treated as unauthorised absence and the student will be charged any applicable course fees for the time away. Sponsored students must obtain permission from their sponsors before they can take a holiday.

Police contact

13. If an adult student is missing for school for 5 days without contact, leading to the school to have any concerns about the well-being of the student, these will be passed on to the police by the DoS, ADoS or Accommodation and Welfare Officer. This will be recorded along with the police log number and placed on the students file.

Sponsor Contact

14. For sponsored students, all relevant embassies will be informed of any warning issued to students regarding their attendance. Sponsors will also be informed of any students failing to meet the attendance criteria set by the sponsor.

10 days consecutive absence

15. Any student who misses 10 consecutive days of class without providing an acceptable reason (see section 7 above) will be expelled from the school without going through the stages outlined in 11 above. In the case of students studying at the academy on a Tier 4 visa, UKVI will be informed of their missing consecutive contact points.

Policy agreement

18. During their induction, all students will have the attendance policy outlined to them. They will confirm that they understand and agree to the attendance policy on the enrolment form which they sign upon completion of their induction.