

Student Attendance Policy



Date:	January 2017
Amended:	March 2017
Amended:	August 2017
Amended:	November 2017
Reviewed:	January 2018
Reviewed:	January 2019
Next review date:	January 2020

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, achievement and employability. 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) or Assistant Director of Studies (ADoS) 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 or ADoS 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.

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 Director of Studies and Assistant Director of Studies are 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 Teacher Portal has been completed for every class on a daily basis.

Absence Monitoring Procedure

9. Teachers record student attendance on the *Teacher Portal* of the CLASS system. Any absence will be recorded as unauthorised, unless informed otherwise by the DoS or ADoS. 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 or ADoS. Any student notifications of absence will be recorded in the 'Student Absence and Contact' form at reception by the DoS, ADoS or Student Support Officer (SSO).

10. The ADoS will check the student attendance every week and take appropriate action with regard to poor attendance as per the WE Bridge Attendance policy.

Sanctions in the event of non-attendance.

11. If a student's attendance is unsatisfactory, (failure to attend 85% learning and teaching sessions over a rolling 4 week period) due to unauthorised absences the following procedure may be implemented. The DoS or ADoS may speak to the student informally to remind them of the importance of good attendance and ascertain possible reasons for poor attendance. If this leads to satisfactory student attendance, no more action needs to be taken.

If the informal approach does not improve the student's attendance, or if the student's attendance is particularly poor, the DoS or ADoS may choose to follow the attendance management procedure outlined below:

Stage 1:

1st Warning

If the student's attendance has not reached the target set in the letter of concern, a further meeting with the student will be held, in which reasons for non-attendance will be investigated. This may result in a 1st warning being issued. The student will be set an attendance target with appropriate timeframe to achieve it.

Stage 2:

2nd Warning

If the student's attendance has not reached the target set in the 1st warning, a further meeting with the student will be held, in which reasons for non-attendance will be investigated. This may result in a 2nd warning being issued. The student will be set an attendance target with appropriate timeframe to achieve it.

Stage 3:

Final Warning

If the student's attendance has not reached the target set in the 2nd warning, a further meeting with the student will be held, in which reasons for non-attendance will be investigated. This may result in a final warning being issued. The student will be set an attendance target with appropriate timeframe to achieve it.

Stage 4:

Expulsion

If the student's attendance has not reached the target set in the final warning, a further meeting with the student will be held, in which reasons for non-attendance will be investigated. This may result in the student being asked to leave the school.

(all meetings held with students will be minuted and records kept)

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 SSO. 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.

Students on a Tier 4 visa

15. In addition to the procedure outlined in point 10 above, all students on a Tier 4 will have their attendance tracked every morning and afternoon. Any student on a Tier 4 visa who misses 2 consecutive days will be contacted by email reminding them of the importance of good attendance for Tier 4 students, and asking them to contact the school. If there is no contact by day 4, the student will be emailed again and asked to contact the school. They will also be warned that failure to contact the school will lead to expulsion of which the UK Visa and Immigration will be informed. If there is no contact by day 6, the student will be notified by email that if there is no contact by day 10, they will be expelled from the school and that UK Visa and Immigration will be informed of their expulsion. If there is no contact by day 10, the student will be sent an email informing them that they have been expelled from school and the UK Visa and Immigration will be informed. These emails will be in addition to any attempts to contact the student by phone. For the purposes of Tier 4 visas, one day of scheduled classes counts as one contact point.

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.