

POLICY ON STUDENT ATTENDANCE

Studio regards consistent attendance at school as critical to a student's success and the achievement of their learning goals. Attendance for students on summer camps is mandatory and the policy below differentiates between students on "Intensive English Courses, Sir George Camp & Ministay Programmes" and students on "Summer camps".

Studio ensures that the monitoring of student attendance and the reporting procedure relating to the student's non-attendance, is fully compliant with the UK Visas and Immigration Regulations.

We review each absence on a case by case basis, considering factors such as age, the identity of the fee-payer, the type of student (exam, intensive, short term, long term, group student, camp student etc) and the individual circumstances.

Studio ensures that the reporting procedures fulfil all duty of care obligations and sponsors/parents are notified, where appropriate, if attendance lapses.

We reserve the right to ask any student, whose course attendance is unsatisfactory, to leave the programme. In this case, no refund of fees will be made.

1. Procedure for individuals on Intensive English Courses, Sir George Camp & Ministay programmes

Teachers record attendance data on paper registers daily. This is transferred to the students' electronic record by the Director of Studies (DoS). Students are marked as absent if they are not in class. This is regardless of sickness, organised trips, appointments etc. If a student is ill and unable to come to school, they should inform the school. The Head of Pastoral Care (HoPC) will record this on the electronic Absence Log and will inform the Welfare Group via email.

For students aged 18 and over

If a student aged 18 or over is absent for 3 consecutive days, teachers notify the Head of Pastoral Care (HoPC). The HoPC, in liaison with the Accommodation team, telephones the student to check on their wellbeing and ask them to come to school. If the HoPC is unable to get hold of the student, the Homestay Provider will be contacted (where applicable).

The DoS speaks with any student aged 18 and over whose attendance is below 50% in any week to find out the reason for low attendance. The DoS reminds students of the importance of attendance.

For students under 18 - punctuality and attendance

Students under 18 are required to have 100% attendance for lessons, guided study and compulsory activities. Students register every morning with the HoPC in Reception before the start of their lessons and again at the end of lunchtime. The HoPC keeps an up-to-date, accurate electronic record of this information.

Punctuality

Students are aware of their responsibility to register at Reception before going to class. Students are marked as late if they arrive after lessons begin. The HoPC keeps an electronic record of lateness. The time of arrival is always noted as well as the reason provided. If the student does not have good reason for lateness, the HoPC will remind the student that punctuality is a basic requirement that must be adhered to. If the student has good reason for lateness, they will be reminded that they must inform the school when they are on their way. Students are advised on this procedure during their one-to-one Welfare meeting with the HoPC on their first day. They are advised to telephone the school on the number provided on their lanyard.

Persistent lateness is taken seriously. If a student under 18 is more than 30 minutes late 3 times in 1 week, the HoPC will commence an Attendance Plan for 1 week initially. Expectations around punctuality are reiterated. The

student signs this document and must report to Reception before lessons each morning. The HoPC will review the arrangement with the student at the end of the week and will provide support as required. The degree of support is likely to vary case by case and in some instances, parents and agents may be notified.

Attendance

Teachers record daily attendance data on paper registers. Students are registered in class when classes begin. The HoPC aims to complete daily, whole-school registration within 15 minutes of classes beginning, wherein paper registers are collected from all occupied classrooms. If a student under the age of 18 is absent, the HoPC will attempt to contact the student directly on their mobile telephone number. If the HoPC is unable to reach the student, the homestay provided is then contacted and the whereabouts of the student is discussed. The process of contacting a missing under 18 year old must be started within 30 minutes from the start of the entire registration process.

The HoPC aims to send a daily email to the Welfare Group within 1 hour of classes beginning, with the names of any missing students. The HoPC also updates the Absence Log.

Sir George students - guided study

All students on the Sir George Camp (14–17 year olds) are required to have 100% attendance for lessons and for the 4 Guided Study sessions each week. The HoPC provides the Learning Centre Manager with a daily register for Guided Study. Students are expected to attend from 3:30pm until 4:15pm. Students receive a Studio stamp on their timetable at the end of each session. The HoPC checks individual student attendance to Guided Study as students register before class. In case of non-attendance, the HoPC or DoS will talk to individual students as deemed necessary.

Under 18s planned absence

The HoPC will always be aware of any planned absence (holiday, compassionate leave, appointments etc) and will keep accurate, up-to-date records on the Absence Log. The HoPC will inform the DoS of planned absence from lessons.

Procedure for mini-stay group students

Teachers record attendance data on paper registers daily. The registers are filed and stored by the DoS. Students are marked as absent if they are not in class. This is regardless of sickness, organised trips, appointments etc. The HoPC completes daily, whole-school registration, wherein paper registers are collected from all occupied classrooms. During this process, teachers verbally inform the HoPC of any absence.

The Group Coordinator or HoPC contacts the Group Leader and/or the student's host family to find out the reason for the student's absence.

If the student's absence is unauthorised, he or she will be spoken to by the Group Leader, Group Coordinator or HoPC as necessary. The HoPC is responsible for recording the absence on the Absence Log and for informing the Welfare Group via email if the student is under 18.

2. Procedure for Summer Camps

Attendance is the overall responsibility of the camp's Welfare Officer.

Students on summer camps are expected to attend all lessons, compulsory activities and excursions unless they have prior permission to be absent. Students are marked as absent if they are not in class. This is regardless of sickness, organised trips, appointments etc. Teachers record attendance data on paper registers daily and the registers are filed and kept by the Teaching Coordinator. The Welfare Officer (WO) checks the classrooms or the registers for absentees.

If a student is absent, the WO follows the following procedure:

- Students are told to inform the school via their homestay host or House Manager if they are unwell and can't make it into school.
- If an absent student has not informed the school:
 - If the student is in on-site accommodation, the WO will go to their room to ask why they are absent. This should not happen because the House Manager checks the bedrooms after breakfast.
 - If the student is in off-site accommodation, the WO phones the student's homestay host or House Manager to find out the reason for the absence. If a student does not have a good reason to be absent, they will be asked to go to school immediately or the next morning, depending on when they are located.
- The WO asks the student to come to their office to explain the reason for the absence. If the reason is acceptable but the student knew in advance, he or she will be reminded to inform us in advance if they need to be absent. If the reason is not acceptable, the student is given a warning. Depending on the circumstances the warning may be an official warning in the form of a 'yellow card'. If absence is repeated more serious warnings are given - red card, put on report – and the student may be sent home from their course early.

*Reviewed: Jan 2021 by LE, RE & RM
Next review due: Jan 2022*