

## Kings Admissions Register and Attendance Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Coordinator	Nominated Director	Chair of Board of Directors
<b>DIRECTORS OF STUDIES/ DEPUTY PRINCIPAL</b>	<b>DIRECTOR OF COLLEGE SERVICES</b>	<b>NIGEL PAMPLIN</b>

We believe that students cannot learn if they are absent from school. Therefore, we aim to ensure that all our students take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of students, and monitoring this with agreed targets. We intend to apply the policy equally to students on all our courses and expect similarly high standards from students of all ages.

Given the range of students in our schools, as well as course types and learning objectives, any policy on attendance must be interpreted and implemented with a degree of common sense but at all times have regard to students' welfare and safety.

We believe truancy is a matter that we treat very seriously as we feel students are not only losing valuable learning time but they are putting themselves at serious risk as the school and their parents/parents' representatives/guardians are not aware of their whereabouts.

Kings believe we conform with *The Education (Pupil Registration) Regulations 2006* that govern the admission and attendance registers that we must keep. We fully understand that an admission register must be kept by law and that student attendance must be recorded.

We believe this policy relates to the following legislation (click on the link below to access information):

- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#): (SI 2006/1751) as subsequently amended: [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#) and [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#).

The following documentation and online guidance is also related to this policy (click on the link below to access information):

- [Advice on School Attendance \(DfE\)](#)
- [Improving Attendance at School \(DfE\)](#)

### Aims & Objectives

- To comply with *The Education (Pupil Registration) Regulations 2006*.
- to create a culture in which a minimum of 90% attendance is accepted as the norm;
- to demonstrate that good attendance and punctuality is valued by the school;
- to maintain and develop effective communication regarding attendance between parents, parents' representatives, fee payers and the school;
- to have in place procedures to prevent truancy;
- to maintain accurate records of attendance;
- to evaluate student attendance against agreed attendance targets;
- to ensure that students who are enrolled are actually attending lessons and subject to our Safeguarding Policy.

### Procedure

### Role of the Board of Directors

The Board of Directors will:

- delegate powers and responsibilities to the Principal to ensure all school personnel are aware of and comply with this policy;
- nominate the Director of College Services to visit the school regularly, to liaise with the Principal and to report back to the Board of Directors;
- ensure that the attendance policy is carried out;
- ask questions about trends and action being taken to prevent persistent poor attendance and the effectiveness of this action;
- set the attendance targets for the year;
- monitor termly progress towards these targets;
- be responsible for the effective implementation, monitoring and evaluation of this policy

### **Role of the Principal and/or Deputy Principal**

The Principal will:

- ensure that the Admission Register and Attendance Registers are kept up-to-date and comply with all regulations;
- ensure all school personnel, students and parents are aware of and comply with this policy, making Kings' expectations explicit through a range of approaches including: induction talks, staff handbooks, student handbooks, school publicity etc;
- undertake the daily and weekly monitoring of school attendance and students' attendance at individual lessons via the school's academic administration and by using an appropriate and effective registration system;
- monitor trends by using data effectively to help strategic planning;
- include students' attendance records in any report to parents/guardians/parents' representatives/fee payers
- target intervention and support to those students that have been highlighted as poor attenders;
- ensure all staff are aware of the Ladder of Sanctions (see Behaviour and Discipline Policy) and that it is used consistently and senior staff become involved at the appropriate point;
- attend termly meetings with the Directors of Studies and Welfare Officer which will include discussion on any persistent absentees;
- have in place a system for parents/guardians/parents' representatives/fee payers to report a student's absence;
- report to the Board of Directors the attendance figures and progress towards achieving any set targets;
- remind parents of their commitment to this policy if their child's attendance falls below 90%;
- promote and publicise the importance of attendance in student forum/council meetings and in school publicity materials and the student handbook;
- publicise good attendance in the termly reports to the Board of Directors;
- constantly review how the school encourages punctuality and high levels of attendance;
- ask for feedback on the policy using student consultation;
- monitor the effectiveness of this policy;
- annually meet with Directors of Studies and Director of College Services on the success and development of this policy

### **Role of the Director of College Services**

The Director of College Services will:

- regularly visit the school's Director of Studies and Principal to ensure the policy is implemented effectively;
- report back to the Board of Directors

### **Role of the Directors of Studies and/or Deputy Principal**

The Directors of Studies is/are responsible for:

- leading the development of this policy throughout the school;
- ensuring that all students are made aware of attendance and absence procedures on induction;
- ensuring that all admissions are recorded and that the attendance system is kept up-to-date;
- ensuring the Admissions Register is run and saved every term;
- ensuring high levels of attendance in class;
- establishing reasons for absence (e.g. lack of progress, inappropriate level of class);
- liaising with the Welfare Officer to establish whether there are any welfare issues affecting attendance and punctuality;
- providing guidance and support to all staff;



- organising training for school personnel on the use and understanding of attendance recording codes and authorised and unauthorised attendance;
- ensuring cautionary letters are issued when a student's attendance falls below 90% for the first time, asking them to explain their absence and to advise them that subsequent dips in attendance could result in being placed on the 'Ladder of Sanctions' (see Behaviour and Discipline Policy);
- ensuring that students placed on the Ladder of Sanctions progress at a rate which is commensurate with their level of attendance (if attendance is the disciplinary area in question);
- meeting with the Principal and Director of College Services annually to review the Attendance Policy
- keeping up-to-date with new developments and resources;

### **Role of First Day Contacts**

The First Day Contacts will:

- be nominated by the Director of Studies, and may be Student Services or EFL/Academic Administration staff

Both the Directors of Studies and First Day Contacts will:

- ensure all students receive written information on attendance requirements on induction (see Appendix A: *Notice to Students: Attending Classes-Important information for all students*)

### **The Role of the Academic and EFL Administration Staff**

Academic/EFL Administration staff are responsible for:

- implementing the policy in liaison with the Principal;
- monitoring individual and class attendance on a daily/weekly basis;
- keeping the Principal and Directors of Studies informed of attendance figures and trends;
- contacting parents and parents' representatives regarding concerns about their child's attendance;
- compiling attendance data for the Principal, the Board of Directors, Director of Studies and the Welfare Officer;
- ensuring registers are distributed to the teaching staff and are kept up-to-date;
- running and saving of the Admissions Register, every month.

### **Role of the Attendance Checker (AC)**

The AC will be nominated by the Director of Studies (usually a member of Student Services or EFL/Academic Administration staff) and is responsible for:

- contacting the student and/or their homestay or residence warden host within 90 minutes of the first scheduled lesson start time on each day that no notification of absence has been received (prioritising under 18s);
- sending a text to the student recorded via CLASS or iSAMS administration system on that day if no contact is made;
- attempting to contact the student (if they are of compulsory school age) and/or their homestay host and/or their group leader throughout the day until contact is made;
- for students of compulsory school age, contacting the Welfare Officer and guardian if no contact has been made by 3pm on that day;
- notifying the Accommodation department by phone/email by 12.00 noon, for all students in a homestay host
- notifying the Residence Manager/Warden by phone/email by 12.00 noon, for all students in the Residence
- for students of compulsory school age, informing the Police if no contact of any kind has been made with the student, homestay host or group leader by 4pm on the day of unauthorised absence;
- for students above compulsory school age, informing the Accommodation Officer and Welfare Officer by 3pm if a student is absent without notification for a second day and no contact has been established;
- after receiving notification of a late student, amending records accordingly
- notifying the Welfare Officer to inform them of repeated unexplained absence, either in advance of or once 3 consecutive days of unexplained absence have occurred;



- if the student is a Tier 4 student, notifying the Registrar when 3 consecutive working days if unexplained absence occurs

### **Role of the Accommodation Officer**

The Accommodation Officer will:

- be requested by the AC to contact the homestay host by 3pm on the second day of absence where no contact has been established;
- notify the Attendance Checker if contact is made;
- notify the Welfare Officer if no contact is made

### **Role of the Welfare Officer**

The Welfare Officer will:

- contact the student in writing (by text, email or letter) and the parent or their representative after 3 days of unexplained absence, requesting that urgent contact is made;
- if the student is a Tier 4 student, notify the Registrar immediately if no contact is made at this stage;
- send a further letter after 5 consecutive working days of unexplained absences, advising of the school's attendance policy and requirements, and requesting that urgent contact is made

### **Role of the Registrar**

The Registrar will (where the student is a Tier 4 student):

- receive notification from The Welfare Officer or Attendance Checker if Tier 4 student has unexplained absence for 3 days without contact made;
- inform the UKVI (UK Visas and Immigration), when 10 consecutive working days (i.e. 10 school days) of unexplained absence occurs

### **Role of Teachers and School Personnel**

All school personnel will:

- comply with and implement this policy;
- set an example of punctuality and good attendance as specified in staff contracts; non-compliance is treated as a disciplinary issue;
- inform the Attendance Checker of any concerns about attendance or suspected truancy;
- emphasise to students the importance of punctuality and good attendance;

Teachers will:

- ensure that attendance registers are taken at the beginning of every lesson and are accurate and up to date;
- notify the attendance checker if a student is not in class at the point of registration;
- monitor class and individual attendance patterns;
- be aware of the criteria for absence and attendance
- bring to the attention of the Director of Studies any irregularities in student attendance and any concerns about suspected truancy;
- discuss individual student attendance at student-teacher and Director of Studies-student consultations

### **Role of Homestay Hosts (HH) and/or Residential Manager/Wardens (RM)**

Homestay Hosts and/or Residential Manager/Wardens will be responsible for:

- reinforcing the importance of punctuality and good attendance;
- supporting the school's procedures for students' absence;
- notify the school if a student in their home or residence is too unwell to attend school or any irregularities in student behaviour which might affect their attendance (e.g. staying up too late, overuse of computers, not returning home) as laid out in the Homestay Handbook.

### **Role of Parents and Parents' representatives\***

**\*(if parents are the fee payers)**



Parents and Parents' representatives are responsible for:

- reinforcing the importance of punctuality and good attendance;
- supporting the school's procedures for students' absence;
- informing the school immediately of any changes to their contact details;
- making provision for the students' timely arrival and departure at the beginning and end of term;
- ensuring that the student is not taken on holiday during term time

For compulsory school age students, parents or guardians are requested to ask permission for authorised absence 24 hours in advance.

### **Role of Students**

Students are responsible for:

- arriving at school on time;
- knowing the value of good attendance and the standards expected by Kings (i.e. min 90% for authorised and unauthorised absence);
- informing the school of intended absence before the scheduled start of classes;
- seeking approval for authorised absences at least 24 hours in advance;
- knowing the consequences and seriousness of unauthorised absence
- signing out of and in to the school building during non-lesson time, where the student is of compulsory school age

For compulsory school age students, parents or guardians are requested to ask permission for authorised absence 24 hours in advance.

### **Attendance Registers**

Class registers will be derived from the student database, so that teachers know who should be in each class.

We believe that attendance registers are important for:

- effective attendance management;
- checking that students achieve the minimum acceptable attendance of 90%;
- providing evidence in the event of prosecution of parents under the Education Act 1996

For some classes, we have in place a manual attendance register system, which is transferred weekly to computerised CLASS database. For other classes, we use a computerised registration system called iSAMS, which updates automatically. Both systems record the cumulative total of attendance.

- entries will be taken at each lesson
- all absences will be recorded.
- authorised or unauthorised attendance will be recorded

The only time when a register will not be taken is when the school has had to close due to:

- in-service training
- severe weather conditions
- structural damage
- fire (however, at the point of fire evacuation from the site, registers are to be taken)

### **Authorised and Unauthorised Absence**

Absences will be classed as either 'authorised' or 'unauthorised' based on the following criteria:

#### **Authorised:**

- Certificated illness
- Late arrival/early departure in and from UK owing to visa or passport issues
- University/school visits and interviews
- Medical appointments that cannot be arranged outside of school hours
- Visa renewal
- Family and personal reasons at the school's discretion



NB: Approval for authorised absence needs to be agreed with the Principal/Principal's delegate (usually Deputy Principal or Director of Studies) in advance.

Where the student is of compulsory school age such permission should be sought by the parent or guardian. Students' attendance should not fall below 90%, including authorised absences.

#### **Unauthorised:**

- Any absence for which prior approval has not been given
- For any illness which is not certificated or verified by the Welfare Officer
- Late arrivals after the scheduled start of class

**Holidays during term time** – During term time, students in the Academic Department may not take holiday unless written permission has been given by the Principal. In the EFL Department, students are asked to complete a holiday form requesting permission for absence three weeks in advance of the proposed date. It is at the discretion of the EFL Director of Studies whether or not to grant permission. Holidays taken without permission will be treated as unauthorised absence, and students will be subject to the school's disciplinary procedures.

**Religious Observance** – time off may be allowed for religious observance at the discretion of the Principal.

**Medical, Dental or Hospital Appointments** – we encourage these appointments to take place out of school time in order not to disrupt the student's education.

#### **Dealing with Unauthorised Absence**

On arrival, the document *Notice to Students: Attending classes- Important information for all students* (Appendix A) must be given to all students on arrival. Should attendance levels become a concern, a student may in the first instance be issued with an *Attendance Advisory Notice* (Appendix B).

Where there is a pattern of poor attendance then the following procedure will take place:

- Students are required to attend an informal meeting with the Director of Studies and/or Welfare Officer to explain their repeated absence.
- Support will be given if there are underlying reasons for the absence.
- The Director of Studies will monitor for improvement and take the appropriate action usually as described in Kings' Behaviour and Discipline policy – up to the level of dismissal from the course.

The procedures described below must be followed if a student of compulsory school age leaves school without prior permission.

#### **Procedures in the Event of a Compulsory School Age Student Going Missing From School Premises**

Students of compulsory school age will be required to sign out and in to school when leaving the school premises during non-lesson time.

In the event that a student of compulsory school age has gone missing during the school day, the following procedures should be followed by the Attendance Checker:

- the teacher concerned notifying the Attendance Checker of the unauthorised absence;
- searching the premises;
- searching the immediate area surrounding the school;
- attempting to contact the student (if they are of compulsory school age) and/or their homestay host and/or their group leader throughout the day until contact is made, until 3pm on that day (see below);
- sending a text to the student recorded via CLASS or iSAMS administration systems if no contact is made;
- checking the CCTV footage (where applicable);
- asking student's friends and classmates if they know of their whereabouts;
- for students of compulsory school age, contacting the guardian if no contact has been made by 3pm on that day;



- for students of compulsory school age, informing the Police if no contact of any kind has been made with the student, homestay host or group leader by 4pm on the day of unauthorised absence;
- informing the Principal
- if the student is still not found by 4.00 pm on that day, contacting the police giving full details of the student
- contacting the student's parents or representative
- when the student is found review security and attendance procedures with the student

### **Procedures in the Event of a Student Aged 16/17 Going Missing From School Premises**

In the event that a student aged 16/17 has gone missing during the school day, the following procedures should be followed by the Attendance Checker:

- the teacher concerned notifying the Attendance Checker of the unauthorized absence;
- searching the premises;
- searching the immediate area surrounding the school;
- attempting to contact the student and/or their homestay host and/or their group leader throughout the day until contact is made, until the end of the school day;
- sending a text to the student recorded via CLASS or iSAMS administration systems if no contact is made;
- checking the CCTV footage (where applicable);
- asking student's friends and classmates if they know of their whereabouts;
- if the student is not located by the end of the school day, informing the host or residence warden that they must contact the emergency phone if the student is not home by their usual dinner time;
- informing the Principal

After the school day has finished the following procedure must be followed:

- if student does not return home by normal dinner time, host or warden to contact the emergency phone
- emergency phone holder contacts Principal to decide course of action;
- close communication maintained between all parties involved;
- additional searches and checks carried out where necessary – local area, friends etc
- If student not located by curfew time – the principal will be contacted, a risk assessment made, police contacted, giving full details of the student and student's parents informed
- when the student is found police will be contacted (they may want to speak to the student and verify their return) review security and attendance procedures with the student

### **Procedures in the Event of a Student Aged under 18 Going Missing From Accommodation**

Hosts and wardens should be aware of students' whereabouts though close communication and have means of contacting them when they are not in their accommodation.

If a student goes missing from their accommodation – either overnight or at the weekend the following procedure should be followed:

#### **Overnight**

- If student is not in accommodation in the morning, after being there the evening before the host or warden should contact the school;
- If the student does not arrive for morning registration the above procedures should be followed for a student missing from school premises

#### **Weekends**

- If the student does not arrive home for dinner every effort should be made to contact them
- A search of the surrounding areas should be conducted
- If no contact can be made hosts or wardens should call the emergency phone
- The emergency phone holder should contact the Principal
- The host or warden and emergency phone holder should contact the student's friends and anyone who may know the student's whereabouts
- If student not located by curfew time – the principal will be contacted (homestays will contact the emergency phone), a risk assessment made, police contacted, giving full details of the student and student's parents informed
- when the student is found police will be contacted (they may want to speak to the student and verify their return) review security and attendance procedures with the student

### **Dealing with Lateness**





- Late students will either be required to sign the Late Register or be registered as late by their teacher on the attendance register (if permitted to enter class).
- Students who are late may not be allowed to join classes. The final decision lies with the Director of Studies.
- Late students may be required to meet with the Director of Studies, who will notify the AC and place the student in supervised study, if appropriate due to age (compulsory school age students) or course type.
- In the event of persistent lateness the school will contact the homestay host or Residential Manager/Warden, if applicable, to ascertain the reason for the lateness.
- In the event of persistent lateness the Director of Studies will request a meeting with the student to discuss the reasons for the lateness.
- Support from the Welfare Officer or Academic Management will be given if there are justifiable underlying reasons for the lateness.
- The Director of Studies will inform the Principal of patterns of lateness.

### **The Admission Register**

The admission register (CLASS database) contains an alphabetical index of all the students in the school. Registrars and bookings staff will record the information below for each student during the application stage. Post arrival any missing or additional information required may be added by student services staff:

- All entries will be made in ink.

The following will be recorded for each pupil:

- Student's full name
- Gender
- Parents'/guardian's/parents' representatives name and address
- The name of the person who has custody of the child, where the student is under 18
- Emergency contact numbers of the parent/guardian/parents' representatives/next of kin
- Admission date
- Course details and duration of course
- Copies of high school transcripts from, and name of last school attended
- Passport details for visa nationals

For academic students only:

- Copies of high school transcripts from the last school attended

Pupils will be entered on the admission register on the first day that we expect them to attend.

### **Inspection of Attendance Registers**

The student database and all attendance registers are available at all times for inspection by:

- HM Inspectors
- Ofsted
- British Council
- UKVI

### **Publication of Admission and Attendance Information**

- Every year we publish in the school prospectus and the Annual Report to Parents the following information about attendance:
  - the total number of pupils on the roll for at least one session
  - the percentage of sessions missed through authorised absence
  - the percentage of sessions missed through unauthorised absence

### **Preservation of Registers**

- The student database will be retained indefinitely.
- All attendance registers will be retained for a minimum of three years from the end of the student's course.
- Saved copies of Admission Registers will be retained for a minimum of three years from the end of the student's course.





## Student Consultation

We wish to consult our students and to hear their views and opinions as we acknowledge and support [Article 12 of the United Nations Convention on the Rights of the Child](#) that children should be encouraged to form and to express their views.

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Forum/Council (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or and social issues)
- Open Class discussion (on a variety of matters relating to the school and/or and social issues)
- Suggestion Box (allowing anonymity if desired)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.

A separate policy exists for student consultation which explains these processes in more detail.

## Associated Policies and Publications

This policy has been written with reference to and in accordance with the following policies and publications:

- Kings Behaviour and Discipline Policy
- Kings Safeguarding Policy
- Kings School Security and Intruders Policy
- Kings Equality Policy
- Kings Strategic Objectives

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Students	School Personnel	Parents/carers	Directors	School Visitors	Wider School Community			
		✓	✓	✓						
Question	Protected Characteristics						Conclusion			
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'	
<b>YES</b>									<b>Yes</b>	<b>No</b>
<b>NO</b>	✓	✓	✓	✓	✓	✓	✓	✓		✓
<b>UNSURE</b>										
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'	
<b>YES</b>	✓	✓	✓	✓	✓	✓	✓	✓	<b>Yes</b>	<b>No</b>
<b>NO</b>										
<b>UNSURE</b>										✓
<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.									



Annual Policy Review Sheet - Appendix 1:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

<b>Date of Last Review:</b>		
<b>Date of Next Review:</b>		
<b>Attendance target for each student</b>	90%	
<b>I confirm that, in accordance with the Policy, manual attendance registers are accurate and up-to-date for all classes.</b>	YES/NO	
<b>I confirm that, in accordance with the policy, up-to-date and accurate CLASS/iSAMS records are maintained and updated weekly.</b>	YES/NO	
<b>I confirm that, in accordance with the policy, attendance data is included in academic reports and termly, to the Board of Directors.</b>	YES/NO	
<b>Department specific attendance data – based on 12 months preceding review</b>	<b>Academic</b>	<b>EFL</b>
<b>Average attendance</b>		
<b>Number of students with below 90% attendance</b>		
<b>Number of Attendance Advisory Notices issued</b>		
<b>Number of students placed on Ladder of Sanctions for poor attendance</b>		
<b>Number of students with 100% attendance</b>		
<b>Have any students been reported to UKVI for non-attendance</b>		
<b>Target for average attendance for next 12 months</b>		
<b>Suggested strategies for improving student attendance/ working toward attendance target:</b>		
<b>I confirm that students are formally advised of attendance procedures and UKVI Visa requirements as part of the induction process.</b>	YES/NO	



**If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...**

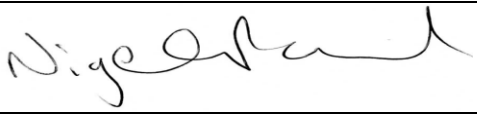
**How are staff made aware of this policy?**

**Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?**

**Monitoring the Effectiveness of the Policy**

**The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.**

**Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...**

<b>Coordinator:</b>		<b>Date:</b>	
<b>Principal:</b>		<b>Date:</b>	
<b>Chair of Board of Directors:</b>		<b>Date:</b>	
<b>Name of School:</b>			
<b>Next Review Date:</b>			



## Notice to Students:

### Attending classes– Important information for all students Please read this before attending classes on the first day

Students at Kings are expected to come to every lesson. This should be obvious (after all, you're paying for your lessons!) but we take it very seriously and it's important you understand what the school will do if you don't come to your lessons.

#### How does the school know?

We keep a record of every student's attendance at every lesson and we calculate total attendance every week. (We are obliged by law to do this.)

#### What will happen if I miss a lesson?

If you miss a lesson, your teacher will record you as "absent". This is added to your record at the end of the week and affects your average.

#### What if I'm late for a lesson?

Arriving late disturbs the lesson for other students. You also miss important information. If you arrive late, your teacher will not normally let you come in. In this case you will be marked "absent". Please report to the School Office and/or Course Director when you arrive.

#### What if I can't avoid missing a lesson or being late?

Of course sometimes you may have to miss a lesson: you may be ill; you may be delayed; you may have something important to do outside the school. It will not normally be a problem if you miss up to 10% of your lessons, i.e. if your overall attendance is 90% or more.

#### What if my attendance is poor?

If we see that your attendance is poor, we will try to help you improve it. If it does not improve, we will apply disciplinary procedures. The end result may be that we require you to leave the school.

If you want to see the disciplinary procedures, please ask your Director of Studies.

#### What will happen if my attendance is below 90%?

##### EFL – English Language students:

To receive a course certificate, you must attend at least 90% of your lessons. If your attendance at the end of the course is less than 90%, you will not receive a certificate.

Academic Students – GCSE, A Level, Foundation:

If your attendance is below 90% it may affect your ability to progress to your next course of study (i.e. University), as your Director of Studies may be asked to comment on your attendance in references for you.

What if I have a student visa..?

**If you have a student visa, you are required by law to attend your lessons at the school. The school is required by law and UKVI regulations to report poor attendance to the UK Visa and Immigration and Border Force authorities. If you do not meet the minimum attendance required by the UKVI, the school must withdraw sponsorship. In this case you will probably have to find a new sponsor or you may have to leave the UK and return home.**

If your attendance is unsatisfactory, this is the procedure we will follow:

- 1 We will try to help you improve.
- 2 If your attendance is still unsatisfactory, we will give you three written warnings. If necessary, your parents or the person paying your fees will be sent copies of these.
- 3 If your attendance is still unsatisfactory after the third warning, you will be required to leave the school.
- 4 If you have a student visa, after any 5 consecutive days of unauthorised absence we will send a warning letter and contact the School Registrar.
- 5 If you have a student visa, after any 10 consecutive days of unauthorised absence the School Registrar will send a letter to the UK Border Agency. You may be required to leave the country.

## Questions?

If you have any questions about this, please ask the Registrar or your Director of Studies as soon as possible.

By completing registration and starting your course, you acknowledge you have received and understood this information.

## Attendance Advisory Notice

*(Attendance Advisory Notice to be given to students, at the discretion of the Director of Studies or Principal, in the first incidence where attendance falls below 90%).*

Date

Dear

### **Your attendance**

Since starting your course at Kings you have already missed an unacceptable number of classes.

You must understand that if your attendance is not satisfactory, you will not be allowed to study at Kings. You will be required to leave the school.

If you are a visa national your visa sponsorship will no longer be valid and you may have to leave the UK.

You must see me urgently to explain why you have been absent and what you intend to do about this.

Yours sincerely

Name  
Title