

## **Student Attendance Policy**

We expect you to attend all classes. Your final certificate may be at risk if you do not maintain a good attendance record.

### **1. Recording attendance:**

CIE regards unnecessary absence from lessons as a serious issue because it:

- prevents students from benefiting fully from their chosen course
- creates extra work for the teachers
- affects the atmosphere of the group
- raises issues of whether the student is a “bona fide” student

All teachers keep an attendance record of their students and inform the Academic Manager as soon as an unexplained absence occurs.

The Academic Manager will ring the student (and if necessary the host family) asking for a reason for the absence.

### **2. An absence may only be excused if:**

- there is a good reason for it (see point 4. below for more information on this) or
- you contact the school and the host family confirms you are ill/sick

### **3. You are recorded as Absent when:**

- there is no good reason for your absence
- your absence does not meet the criteria in point 2. above

NB: If you are late, 30 minutes will be subtracted from your attendance for this lateness. If you are more than 15 minutes late, your teacher will decide if you can come into the class.

### **4. Do you have a good reason to be absent?**

- if you are sick and wish to see a Doctor, you may do so independently (you must provide proof of your visit to us) or we can arrange a Doctor appointment at your expenses
- if you have a personal emergency you must provide us with evidence of it
- if you have an important appointment (i.e. embassy, Home Office, medical...) you must let us know in advance and provide us with evidence of your appointment

### **How can we support you?**

Step 1	If you are having problems with your attendance, the Academic Manager will speak to you to discuss your absenteeism. This meeting will be recorded and used to monitor your progress.
Step 2	If there is no improvement and your attendance drops below 90%, you will

	receive a verbal warning and your legal guardian or agent will be contacted about this.
Step 3	If your attendance does not improve, a written warning will be issued and your legal guardian or agent be made aware of this.
Step 4	If your attendance does not improve, a final written warning will be issued and your legal guardian or agent be made aware of this.
Step 5	No further improvement will result in expulsion. We will ask you to leave your course and accommodation (without a refund of fees).

NB:

- If your attendance is poor, your improvement may suffer from it and you may not receive your final certificate.
- If you are here on a visa we must inform UK Visas and Immigration if you miss '10 expected contacts'. This means that you may be sent home early and it might be difficult for you to get a visa to come to the UK in the future.