Student Attendance Policy for English Courses

We expect you to attend all your classes (both morning and afternoon). In order to receive a Certificate of Attendance and Report at the end of your stay you must have a **good attendance record** and actively participate in classes.

Your attendance for each lesson is recorded like this:

Present

- If you are in class on time.
- If you arrive less than 5 minutes late.

Absent

Unjustified absence

- If you arrive **more than 5 minutes late**.
- If there is **no good reason** for your absence.
- If you **do not let your teacher or the general office** know why you are absent.

Justified absence

- If you have an **appointment** outside college (to visit your embassy or the Home Office, to attend an 'Open Day' at a university or for some other 'good reason'). You must inform your teachers and the general office **in advance**.
- If you can't attend class **because of illness.** You must telephone the general office (01865 517706). Leave a message on voice-mail if necessary.
- If you are **too ill** to telephone in the morning but ask a friend to let us know, or telephone later the same day.

Please note: If the second lesson is a continuation of the first, your teacher may not allow you to attend but ask you to study in the library instead. You will be marked as **present** in this case.

As an 'adult student', we expect you to take full responsibility for your own actions. However, if you are absent without good reason, St. Clare's has this **support framework** to help you:

Step 1: A **meeting** with your group teacher/personal tutor to discuss your problem
Step 2: If there is no improvement, a **verbal warning** from your teacher
Step 3: A **formal meeting** with the Director of Studies (**Report Card** issued if necessary)
Step 4: A **contact** (email or telephone conversation) with your parent / guardian &/or agent

Step 5: Another **Report Card** if necessary to help you with your attendance

Step 6: A **final written warning** from the Director of English Language Courses

Step 7: If all this fails, we will **ask you to leave** the course and accommodation (without a refund of fees).

Please note: If you are a Visa National, we must inform the UK Visa and Immigration. if you miss '10 expected contacts'. This means that you may be sent home early.

Lawrie Coupland, Director of the International College 16 –

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