# Islington Centre for English

# Policy for Student Attendance and Absence

ICE is not a Highly Trusted Sponsor (HTS) and so does not receive Tier 4 students. However, if you are in the UK on any kind of study visa and do not attend regularly, we will report this to the Home Office and this can affect your chances of travelling to and/or living in the UK.  Our policy is set out below:

* ICE has a policy of ensuring a high rate of attendance for all students.
* All students are informed during their first day induction that they must attend a minimum of 80% of their course in order to receive their Leaving Certificate at the end of their stay.
* Teachers mark attendance on registers both before and after the break. If a student is more than 15 minutes late they cannot enter until after the break (and is marked absent for that lesson).
* The attendance figures are entered into the Attendance Module on the student database (Class) every week by the Director of Studies
* If a student is absent for 3 consecutive days (or regularly missing lessons), the Director of Studies is informed.
* The Director of Studies then reports the student absence (3 consecutive days) to the Office Manager.
* If a student under 18 is absent from a lesson, the Director of Studies must be informed immediately.
* The student is contacted by phone if possible to see if there is a problem, such as illness. If direct contact with the student is not made, the homestay host is contacted. If contact is still not made, alternatives will be sought (friends, family, educational consultant, etc). This is recorded on the student database.
* If the student cannot be contacted or does not begin attending again after a further 2 days, (unless there are definite mitigating circumstances such as illness) the Office Manager will send up to 2 written warnings to the student at 2 day intervals. The Director of Studies will be kept informed.
* If the student is absent for 10 consecutive days we will write to tell them that we consider they have left the course, unless we learn there are mitigating circumstances.
* If a student has a pattern of short term absence (eg 2 or 3 days per month) we will talk to them to find out if there are any serious issues (e.g. personal, emotional, academic).
* If there is no improvement in attendance the Director of Studies will hold further meetings with the student to discuss the issue. If necessary the Office Manager will send the student up to 2 written warnings.
* If there is still no improvement in attendance, the Director will be involved and the student will be asked to attend a disciplinary meeting.
* The outcome of the disciplinary meeting will be decided on a case by case basis.