

**Attendance and Missing Student Policy**

2019/2020

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| **Approved by:** | Michael Lawless | **Date:** 2nd September |
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# **Aim**

This policy intend to set our how St George’s Business School and English Language Centre (the College) deals with attendance issues and missing students.

# **Expectations**

## Students

Students enrolled on a programme of Academic Study are expected to attend all of their classes, every day.

If for any reason they cannot attend we must be informed before their class starts for the day. The College has strict disciplinary procedures to follow if a student continually misses classes, which may result in permeant exclusion.

Students must sign in and out when they leave the College for any purpose, and ensure that they adhere to the College’s accommodation code of conduct, in particular any curfews.

If a student who is under 18 years old is planning or expects to be away from the College for an extended period of time or beyond the evening curfew, this must be communicated to the House Manager and permission sought in advance.

Written permission from parents for students who are under 18 years olds, must be obtained in advance of the expected absence.

Students are expected to keep the College update with their contact details including tehir mobile phone number.

## The College

The College will monitor all student attendance in both the academic and pastoral settings.

All members of staff contribute to the safety of students at the College by providing appropriate supervision in accordance with the directions of the Principal and Senior Management Team

If a student is missing from an expected contact point the College will

1. Make enquires from other student to ascertain the possible whereabout of the missing student
2. Check the student’s room, classrooms and common areas to ensure the student is not in the room.

If the student’s whereabouts is not ascertained with in 45 minutes of the student missing, the College will contact parents, educational agent and/or listed emergency contact and make enquires as to the student’s whereabouts.

# **Contacting the police**

If the student’s whereabouts, who is under 18 years old, is not ascertained within an hour, or the circumstances of Student’s absence is concerning, the College’s Designated Safeguarding Lead (DSL) will be informed with a view to contacting the Police and taking further advice from them.

When contacting the Police the following information will be passed to them

* Full name and any nickname
* Date of Birth
* Nationality
* Passport details
* Description – including any distinguishing features
* What they were wearing and carrying with them when last seen
* Student’s mobile phone number
* Time when last seen
* Photograph
* Home address, parents’ names and telephone numbers

It is also useful to have considered the following questions when phoning the police:

* Has anything gone missing from their personal belongings?
* Any suspicions or indications as to where they might have gone?
* Any relevant information which might point to why and/or where they have gone?

College activities will continue as normal.

Additionally, a decision will be taken in accordance with the College’s Safeguarding Policy as to whether the College should also contact children’s social care in line with local procedures

# **UKVI**

The College is under an obligation to report to the UKVI if a student misses 10 consecutive expected contact points without permission from the College.

Examples of expected contacts include:

* attending formal academic or pastoral care activities including: a lesson, lecture, tutorial or seminar;
* a test, examination or assessment board;
* a meeting with a supervisor or personal tutor;
* a research-method or research
* panel meeting, writing-up seminars or doctoral workshops;
* an oral examination(viva);
* an appointment with a welfare adviser or international student adviser;

Class registers are checked on a daily basis, and any absences are noted by the Principal or person delegated by the Principal to check the class registers.

# **Record Keeping**

The College must keep a full written record of any incident of a missing student including:

* the student’s name
* relevant dates and times (e.g. when it was first noticed that the student was missing)
* the action taken to find the student
* whether the Police or children’s social care were involved
* outcome or resolution of the incident
* any reasons given by the student for being missing
* any concerns or complaints about the handling of the incident
* a record of the staff involved

A full written record of the incident will be kept on the student’s file

# **Authorised Absence**

## Holiday:

Any student who would like to take holiday must inform the school at least one week before the time they wish to take. A holiday form must be completed and the College will decide if the length and suitability of the break will affect the student’s progress. We will then decide whether to authorise the holiday.

In the case of students studying with a visa, the standard holiday entitlement is set at 1 week (5 days) of holiday per 12 weeks of study; however, provided we are satisfied that the absence will not adversely affect their study, we may, on a discretionary basis, allow extra holidays. In such cases, this must be agreed in writing with the College.

Illness**:**

If a student is feeling unwell and unable to attend class they must let the House Manager before their lesson are due to start.

Other**:**

Sometimes a student will require time off for other reasons, such as University appointments or personal circumstances. Where possible, the student should tell us in advance of these days. If this is not possible the student must call before their class starts.

# **Unauthorised Absence**

Any day on which the student has not attended any classes, and has not informed the College by phone or email as to their non-attendance is counted as an unauthorised absence.

For the sake of clarity, the missed contact time is one where the student has not attended classes, but is not regarded as a missing student.

The College has strict procedures in place to monitor and act upon unauthorised absences. They are as follows:

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| 1st unauthorised missed contact time | Verbal discussion with Course leader/teacher |
| 2nd unauthorised missed contact time  | Verbal discussion with Principal |
| 3rd unauthorised missed contact time (or average attendance rate drops below 95%) | Written warning emailed to student  |
| 5th unauthorised missed contact time | Agent/parent/emergency contact is informed of unauthorised absence |
| 7th unauthorised missed contact time (or average attendance rate drops below 90%) | 2nd written warning emailed to Student |
| 10th unauthorised missed contact time  | The College’s Senior Management Team will arrange a meeting with the Student to discuss the student poor attendance. The College will also comply with obligations towards the UKVI and notify them of the student poor attendance.  |
| 15th unauthorised missed contact time  | The student will be invited to permanently leave the College |

# **Students Who Fail to Arrive For a Course They Have Booked**

Any student with a Tier 4 visa who does not arrive on their start date will be reported using the UK Border Agency Sponsorship Management system immediately.

For any other student from the [EEA](https://www.gov.uk/eu-eea) or with any visa other than Tier 4, we will immediately contact the agent (if applicable) or the student directly.

If there has been no response within 3 days we will presume they are not arriving.

If we are aware that a student has obtained a Student Visitor Visa or Child Visitor Visa from our College and may thus have travelled to the United Kingdom, we will send a letter to the Evidence and Enquiry section of the UK Border Agency.

If there is no valid reason for a student’s non arrival a refund will not be available.