

Attendance Policy and Procedures

Introduction

Yorkshire English School YES Procedures for Recording and Monitoring Students' Attendance are intended to assist students to achieve their learning potential. Regular attendance at classes and examinations is expected of all students.

Unauthorised Absences

According to YES Procedures for Recording and Monitoring Students' Attendance, students must attend a minimum of 80% of their whole course of study.

If a student is absent in 3 (three) expected contacts and that absence is not authorised (see below for information on authorised absences), he/she will be given a warning by E-mail/Telephone.

Students who have been absent for 6 (six) expected contacts will be issued with a written warning stating that the student will be expelled from YES if he misses 10 (ten) expected contacts. If the student is absent for 10 (ten) expected contacts, he/she will be terminated from YES.

Finally, YES will also notify the Immigration Department of the student's failure to comply with these Attendance Regulations.

Punctuality

YES believes that being late for classes is not only detrimental to the academic process of the late comer, but also disruptive for the entire class. A student can be marked as absent if he/she arrives for class more than 20 minutes after the start or leaves the class more than 20 minutes before the end. All students are required to attend daytime classes for a minimum of 15 hours per week.

Authorised Absences

Student's absence will be authorised where YES is notified in advance particularly in emergencies. When an authorised absence is granted, the student will be given an opportunity to catch up on any work.

Excuses for foreseen absences must be cleared with the Administration before the absence. Examples of foreseen situations where a student would qualify for an authorised absence are:

- Required attendance at an important family event.
- Required court attendance.
- Religious ceremonies
- Excuses for emergency absences must be reported to the Head of Administration and Compliance as soon as possible. Examples of emergency absences are:
 - Illness or injury (when certified by an attending physician).
 - Death or serious illness of a family member (when certified appropriately).

Students who have been absent (due to an emergency) in the previous day(s) need to return to YES with a document of confirmation or a doctor's note in order to be admitted into their classes. If the student

does not have satisfactory documentary evidence, he/she will receive a warning letter from the Head of Administration and Compliance.

Course Co-ordinators of each academic department at the beginning of the intake will explain how the Attendance Policy is to be implemented in YES

The Administration should counsel directly with students whose absences are adversely affecting their studies

In the event that a teaching staff is uncertain as to whether or not a student has been granted an authorised absence, the teaching staff should make enquiry directly from the Administration.

Policy for 'No Shows'

YES will notify the Immigration Department when a student fails to enrol with YES by no later than 10 working days after the end of his/her prescribed enrolment period.

The Administration will write to the Immigration Department immediately confirming that the student has failed to enrol within the enrolment period. A copy of the correspondence will be kept on the student file.

Recording Students' Attendance

YES will record attendance for each student for every scheduled class. Students will be required to attend at least 80% of their enrolled scheduled course contact hours. However, in exceptional circumstances this requirement may be considered where the absence has been authorised as per YES's Procedures for Recording and Monitoring Students' Attendance.

Attendance Records

In accordance with attendance monitoring requirements by the Immigration Department and YES Policy, YES will keep attendance records for all students who will be enrolled in courses with YES. Attendance Record (Registers) will be kept in both hard-copy and student database. The day-to-day registers will form the hard copy: these will be marked by the individual class teachers and entered on to the system by the Administrator.

These records will be able to reflect in a cumulative manner, the percentage of attendance for each student at any time during his/her course of study. Individual subject/class attendance records for each student will also be maintained.

Attendance Monitoring Process

Review of Student Attendance

The Administration will review student attendance regularly to identify students who may be at a risk with regards to their position to meet attendance requirements. Regular assessments will be undertaken at intervals (at least once in a week) which will ensure that the Administration will be able to make an accurate assessment of students' attendance record. Reports of students' attendance generated from

the registers will be regularly monitored by the Administration (at least once in a week). Students at risk of breaching attendance requirements will be identified on these reports.

Stage 1 Contacting students who have been absent for 3 expected contacts

When a student has been absent for three expected contacts, the register will automatically show a percentage mark against the name of the student. On the basis of this, the Administration will be able to know that a student has been absent for three expected contacts.

Poor Attendance Warning

When it is discovered that a student has been absent for three expected contacts, a Poor Attendance Warning will be given to the student by the Administration by E-mail/Telephone. The warning will remind the student of his/her obligation to maintain satisfactory attendance whilst undertaking a course of study YES. A copy of the communication will be kept in the student file.

Stage 2 Contacting students who have been absent for 6 expected contacts

After sending the Poor Attendance Warning at Stage 1, if the student continues to remain absent for further three expected contacts, the register will automatically show a percentage mark against the name of the student. On the basis Administration will be able to know that a student has been absent for six expected contacts.

Written Warning Letter

A written Warning Letter will be sent to the student at this stage. This will advise the student of the consequences of his/her poor-attendance at classes, in particular, that if the student remains absent for further four expected contacts, YES will remove him/her from YES student Register and the Immigration Department will be notified. A copy of the written Warning Letter will be kept in the student file.

Stage 3 Contacting students who have been absent for 10 expected contacts

After sending the written Warning Letter at Stage 2, if the student continues to remain absent for further four expected contacts, the register will automatically show a percentage mark against the name of the student. On the basis of the Administration will be able to know that a student has been absent for ten expected contacts.

Termination Letter

The student will be terminated from YES and his/her name will be removed from YES Register. Immediately, a written Termination Letter confirming termination of studentship at YES will be sent to the student at this stage.

Stage 4

The Administration will write to the Immigration Department immediately confirming that the student has been terminated from YES because of poor attendance. A copy of the correspondence will be kept on the student file.

Cumulative Attendance below 80%

The Administration will also monitor cumulative attendance

First written warning letter (1st warning)

If a student has not missed(ten) expected contacts but his/her cumulative attendance falls below 90%, a written warning letter (1st warning) will be issued to the student by the and the student will be asked to contact the Administration regarding his/her poor attendance issue. The student will be given two weeks to improve his/her cumulative attendance.

Second written warning letter (2nd warning)

If at the end of two weeks, it is revealed that the students' attendance is below 85%, a 2nd warning letter/final letter will be given to the student to improve his/her cumulative attendance within the period of further two weeks. At this stage, the student will be clearly instructed that if he/she does not improve the cumulative attendance within the allocated timescale, he/she will be terminated from YES and the Immigration Department will be notified immediately.

Termination Letter

After receiving the 2nd warning letter if a student does not improve his/her cumulative attendance within the maximum timescale allowed and if his/her absence is less than 80%, the student will be terminated from YES and the Immigration Department will be notified immediately.

Detail of Procedures

Attendance recording implemented by class teachers

Students must not mark their own attendance or the attendance of other students. They must not be given unsupervised access to the attendance rolls/folders.

Marking Daily Attendance Registers

Teachers will be required to mark the attendance of students on the rolls provided for that purpose.

At the conclusion of marking the register, teachers must initial the register in the appropriate spot, at the same time; the data will be entered online and a hard copy put in the appropriate folder.

Misbehaviour

YES may exclude from class or temporarily suspend a student on the grounds of Misbehaviour.

Recording of Attendance

Registers will be printed and placed in attendance folders.

Attendance will be entered into the database on a daily basis from the hard copy registers.

Individual students' attendance reports may be viewed from the database.

E-mail and Letters will be sent to students who are at risk with their attendance from the Administration.

The hardcopy attendance register will be kept in a folder for archival purposes.

Responsibilities for recording, monitoring, counselling and reporting on attendance

The following people have student attendance responsibilities.

- Students
- Administration
- Director of Studies
- Principal Head

Students' responsibilities

All students are required to:

- ensure they attend on time every day;
- attend every lesson on time;
- procedures for attendance and punctuality at all times.

Teaching Staff's responsibilities

All Teaching Staff are required to:

- advise students of the Procedures for Recording and Monitoring Students' Attendance during induction;
- promote good attendance;
- start and finish classes on time;
- mark attendance and absence in the register;
- contact, or arrange for contact with the student via the Personal Tutor, where appropriate, wherever there is cause for concern;
- monitor and report individual and group attendance and punctuality for their classes;

Management's responsibilities

The Management of YES are required to ensure that teaching staff:

- are aware of
- understand;
- and implement the Attendance Recording Policy and Procedures by way of:
 - a. Staff Induction
 - b. Staff Development Sessions
 - c. information on the class rolls)

Evidence and documentation to support these procedures

- Individual Student Attendance Records.
- Attendance Warning E-mails and Letters.
- Course Progress Records
- Registers

Other supporting documentation

- Medical documents.
- Letters of Support from qualified professionals.
- Other documentation to support legitimate assessment of student absences from class.