

## Student Attendance Policy

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| <b>Implemented:</b> | June 2021                      |
| <b>Written By:</b>  | Caz Potten                     |
| <b>Reviewed:</b>    | June 2022 (HB), June 2023 (HC) |
| <b>Next Review:</b> | June 2024                      |

### Introduction

STAR Exeter wants to help students have the best possible learning experience during their stay in the UK.

It is important for every student to attend every class of their course. STAR Exeter has a responsibility to look at the absence information every week to see if students need any support to improve their attendance.

If a student cannot come to school, they need to contact the office before 9.30am. Students can also ask their host family to call for them.

- The telephone number is 07828 145328

STAR Exeter will decide if a student's absence is **Authorised** (they have permission to miss class) or **Unauthorised** (they don't have permission to miss class).

Students must attend 85% of their classes each week. Therefore, students cannot miss:

- More than 1 class a week for a 15 hour course
- More than 2 classes a week for a 21 hour course
- More than 3 classes a week for a 25 hour course

### Authorised Absences

Sometimes students need to miss a class for different reasons. STAR Exeter understands this, and students will not be given warnings for missing classes for these reasons:

- Illness (a doctor's note may be needed)
- Doctor, hospital or dentist appointments (with proof of appointment)
- University appointments (with proof of appointment)
- Embassy appointments (with proof of appointment)
- Family illness or emergency

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- IELTS exams (exam only)
- Holiday (if pre-approved by school and sponsor if applicable)
- Religious observance

Students need to contact STAR Exeter before class starts at 9.30am to be given permission for an authorised absence. This needs to be done everyday they're absent. Even though these absences are authorised, attendance will be marked and recorded as absent, but excuses used to validate this to relevant parties.

It is the responsibility of the student to speak to their teachers when they return to class to ask what they missed during their absence. If it is possible, the student can then do this work at home to make sure they do not have problems with the following classes. If the student is having problems with this work, they need to speak to their teachers, or the Director of Studies for help and advice.

### Unauthorised absences

If a student misses more than 15% of their classes in a week, and these absences are not authorised, then STAR Exeter will follow this procedure:

**Stage 1:** Students will receive a Stage 1 warning if they miss more than 15% of their classes in a week. STAR Exeter will speak with the student on the following Monday to check on their wellbeing, and remind them of the importance of attending all their classes each week.

**Stage 2:** If a student misses more than 15% of their classes again the next week, they receive a Stage 2 warning. Students will receive a formal verbal warning about their attendance, and this is put on their student record.

**Stage 3:** If a student misses more than 15% of their classes for a third week continuously, STAR Exeter will give the student a Stage 3 warning. The student will receive a formal written warning, which will be put on their student record.

**Stage 4:** If a student misses more than 15% of their classes for a fourth week continuously (approximately one month) then they will receive a Stage 4 warning. STAR Exeter will contact the student's agent and/or parents to discuss the continuous absence problems, which will again be put on their student record.

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**Stage 5:** If there is still no improvement in a student's attendance after 5 weeks, they will move onto Stage 5. STAR Exeter now reserves the right to cancel the student's course, and will not give any money back.

- Students will return to Stage 0 if their attendance is above 85% for 3 consecutive weeks after a warning at any stage.
- Students will repeat their previous stage warning if their attendance only improves for one or two weeks, but then goes above 15% again during their 3 week probation period

**Note:** Students who need a visa to study in the UK and are absent for more than 10 consecutive days will be reported to the Home Office UK Border Agency, in line with UKBA Policy.

### Holidays

Time off for holidays may be allowed during a student's time with STAR Exeter. If a student would like to take a holiday, they need to speak with the Director at least one week before their trip. STAR Exeter will then extend a student's course to cover the time they missed for their holiday\*.

It is not possible to offer a different class as compensation for missing a student's scheduled course.

*\*Subject to availability and space in their classes.*