



EXPRESS ENGLISH COLLEGE

Policy On Student Attendance And Absence

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Accredited by the
BRITISH COUNCIL
for the teaching
of English in the UK



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Statement:

Express English College expects all students to attend every lesson and arrive at all classes on time.

Aims:

- To ensure that students understand the importance of attending their lessons regularly
- To understand the reasons behind students' absence
- To ensure student safety especially under 18 students

Definition of Acceptable Absence

- The minimum percentage of attendance accepted by the college is 80%. If a student's attendance falls below 80%, they will not receive an attendance certificate.
- In certain situations, if the student informs the college before the day of absence, they will be given authorised absence. Such situations are:
 - A genuine illness (GP's appointment slip or A&E letter is required)
 - Compassionate reasons such as the student or their close relative is very ill
 - Attending an important appointment such as in the hospital, an embassy, police (Appointment letter is required)
 - Taking one day a month off to visit relatives
 - Taking one day off in a month for a cultural or religious ceremony such as Eid
- The college understands that sometimes students, their dependents or close can be very ill and tries to help students in such situations.

Procedures

- Students attendance are recorded during every lesson using the following marks:

- P: present
 - U: absent
 - E: notified absence, e.g. Sick
 - T: late
- Teachers write the name of the absent students aged above 18 years and inform the administration after the lesson.
 - Administration indicates the number of days the student has missed repeatedly.
 - The Assistant Academic Manager or the Academic Manager call all absent students later in the day.
 - Teachers notify the administration for an under 18 student's absence within the 15 minutes of the class. A follow up procedure is done to make sure students' safety.
 - The Assistant Academic Manager checks the registers every Mondays and note continued absences. He/her records it on the Student's absence action sheet before taking appropriate action.
 - Students absent for 7 days requires to fill a self-certification illness form upon their return. The form is handed to the Assistant Academic Manager.
 - Students absent for 8 days or more should provide a fit note from a doctor.

Disciplinary Actions for Absences

1. The student will receive a verbal warning from the teacher.
2. If the absence continues, the student receives the first warning letter.
3. A meeting with the Academic Manager following the first warning letter.
4. The student receives a second warning letter in case of continued absence. This is followed by a meeting with the Academic Manager.
5. Student will receive a final warning letter confirming that any more absences will result in a dismissal.
6. The student should leave the school in the same week and he/she receives the dismissal letter.
7. A student will not receive any refund of their paid school fees after dismissal.
(An emergency contact can be used in cases where the student cannot be contacted)