



## **MSE: STUDENT ATTENDANCE AND NON-ARRIVAL POLICY**

Mayfair School treats all students equally regardless of their immigration status within the UK.

### **ATTENDANCE MONITORING**

Course attendance is monitored and recorded twice daily by the course tutor and once daily by our administrator. Students' attendance/absence in class is monitored via an electronic register.

The class register is taken within 10 minutes of the start of the class by teachers and the Register will also check the electronic register for Under 18 attendance.

Failure to maintain a satisfactory attendance record (a minimum attendance of 80%) will result in the school providing a preliminary absence follow-up after two days to either the student, sponsor or agent. Significant non-attendance, regular non-attendance or persistent lateness may also lead to the cancellation of your course and the loss of any fees paid; in addition to the withdrawal of a Student Oyster Card by Transport for London (see details here).

Students who arrive more than 20 minutes after the start of a class are not allowed to enter until after the break. If the student arrives after the first break, he/she student will receive only around 50% attendance for that session.

Students who leave the class at the break must inform the teacher and the student will receive only around 50% attendance for that session.

In line with the school Safeguarding Policy, any Under-18s who are not in class within 15 minutes of the start of the lesson will be contacted by the Registrar immediately.

### **STUDENT ABSENCE**

In the event of absence the school should be notified by telephone or email and informed of the reason for the absence. Students should provide their student number in this communication. Doctor's certificates may be requested by the school in the event of long-term illness.

Attendance is followed up twice a week, on Tuesdays and Thursdays. Any students who have not attended school for two or more days, and have not contacted the school to account for this absence, will be contacted by phone or email by the Registrar.

Student attendance records are kept for future use. Universities, colleges and employers, the United Kingdom Border Agency (UKBA) and course sponsors may all be informed upon request of student attendance details.

If you have any questions regarding your attendance please ask in Reception.

Students who have a valid reason for missing a class (i.e. a medical appointment/illness) should contact the school office to inform them in advance – a note will be made on their file and their attendance will be not be adversely affected.

Any students with unsatisfactory attendance are removed from the class list after two weeks. The school defines unsatisfactory attendance as failure to attend at least 3 sessions in that week. These students, referred to as non-attenders, are then granted one week in which to return to the school, explain their absence and request to rejoin their class. Teachers are instructed not to allow entry to students who have fallen into this category until they have seen an administrator and possess the correct documentation (a class entry slip) to return to class. At this point students are verbally warned by an administrator or academic manager regarding their attendance if they fail to provide an adequate explanation for their absence.

If a student does not return to, or contact, the school by the end of this week then the student, agent, or sponsor is contacted by the school (by email, letter or telephone) regarding attendance.

1<sup>st</sup> September 2017