

# Student Attendance Policy

## for all courses at the International College

**We expect you to attend all classes (both morning and afternoon). Your final grade or attendance certificate may be at risk if you do not have a good attendance record!**

### 1. Recording attendance

- Your teachers record your attendance each lesson: either **Present** or **Absent**.
- Sometimes your absence may be justified but only if you let the office know **in advance!**  
**Telephone: +44 1865 517711 or email: [IC.Absences@stclares.ac.uk](mailto:IC.Absences@stclares.ac.uk)**
- The Office Team runs a **weekly report** on your attendance and contacts you if necessary (see **Support framework** below).

### 2. You are recorded as Absent if

- you arrive **more than 5 minutes late**
- you **do not let the Office Team** know why you are absent
- there is **no good reason** for your absence.

### 3. What to do if you have a good reason to be absent ....

- **If you are sick**, you must go to the College Nurse at 139 Banbury Road, who will inform the Office Team if your absence is justified. If you visit the Doctor, you must provide a medical note.
- **If you have a personal emergency**, you must provide evidence to the Office Team.
- **If you have an important appointment** outside college (your embassy, the Home Office, a university 'Open Day' or some other 'good reason'), you must tell Office Team **in advance**.

### 4. Our support framework

As an 'adult student', we expect you to take full responsibility for your own actions. However, if you are absent without good reason, St Clare's has this **support framework** to help you:

- Step 1: A **meeting** with your teacher/personal tutor to discuss your problem
- Step 2: If there is no improvement, a **verbal warning** from your teacher/Welfare Officer
- Step 3: A **formal meeting** with the Director of Studies (**Report Card** issued if necessary)
- Step 4: A **contact** (email or telephone conversation) with your parent / guardian &/or agent
- Step 5: Another **Report Card** if necessary to help you with your attendance
- Step 6: A **final written warning** from the Director of the International College
- Step 7: If all this fails, we will **ask you to leave** the course and accommodation (without a **refund of fees**). **You have the right to appeal to the Principal.**

#### Please note:

- If your attendance falls **below 80%**, you may lose marks/grades or simply not receive a certificate!
- If you are a **Visa National**, we must inform UK Visas and Immigration if you miss '10 expected contacts'. This means that you may be sent home early and you may find it difficult to get a Visa to enter the UK in the future.