

## Student Attendance Policy for all programmes at the International College (IC)

We expect you to attend all classes. Your final grade or attendance certificate may be at risk if you do not maintain a good attendance record.

### 1. **Recording Attendance:**

- a. Your teachers record your attendance each lesson: either Present or Absent.
- b. On occasion absence may be justified but only if you let the IC Office know in advance.  
Telephone: **+44 1865 517707** or email: [IC.absences@stclares.ac.uk](mailto:IC.absences@stclares.ac.uk)
- c. The Accommodation and Welfare Officer runs a weekly student attendance report and will contact students directly if necessary (see Support Framework below).

### 2. **You are recorded as Absent if:**

- a. You arrive more than 10 minutes late.
- b. You do not let the Office Team know why you are absent.
- c. There is no good reason for your absence.

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

- a. If you are sick, you must visit the **College Nurse**, they inform the Office Team if your absence is justified. Our nurse is available 08:00-17:00 - Monday-Friday, in room B17, 139 Banbury Road. If you are unable to go to the nurse, send her a message at +44 (0) 7500 808 242; she will get back to you. If you visit a Doctor, you must provide proof of your visit.
- b. If you have a personal emergency, you must provide evidence to the Office Team.
- c. If you have an important appointment to attend (embassy, Home Office, university 'Open Day', medical or other 'good reason'), you must inform the Office Team in advance, providing proof of the appointment.

### 4. **Our Support Framework.**

As an 'adult student', we expect you to take full responsibility for your own actions. If you are regularly absent without good reason, St Clare's has a Support Framework to help you:

Step 1	An initial meeting with your Personal Tutor to discuss your absence. This meeting will be reported to the Accommodation and Welfare Officer and Academic Administrator to monitor ongoing progress.
Step 2	If there is no improvement, a verbal warning will be issued by your Personal Tutor, the Welfare Officer or Academic Administrator. An action plan and time frame for improvement to be agreed.
Step 3	If there is no improvement a formal meeting with either the Director of Studies ELT or Academic Director of Studies. Report Card issued if necessary. Contact (email or telephone) with your parent/guardian/agent to inform them of the agreed plan of action.
Step 4	A review of progress and another Report Card issued, if necessary
Step 5	A final written warning from the IC Director.
Step 6	If all this fails, we will ask you to leave your course and accommodation (without a refund of fees). You have the right to appeal to the Principal.

#### Please note:

- If your attendance is poor, you may lose marks/grades or you will not receive a certificate of attendance.
- 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 may find it difficult to get a Visa to enter the UK in the future.