

STUDENT ATTENDANCE POLICY SUMMER SCHOOLS AND SHORT COURSES

We expect you to attend all classes (morning and afternoon). 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, Late or Absent.
- b) If you are late for class (more than 5 minutes), this will be recorded as late.
- c) If you feel too unwell to attend classes you must notify your House Parent or a member of the Welfare Team. You will be asked to see the School Nurse who will determine whether you should return to your boarding house or attend classes.
- d) The Welfare Managers will run a weekly student attendance and punctuality report and will contact students directly to address any issues. Parents may be informed of repeated instances of lateness or absence.

2. What to do if you have a good reason to be absent?

- a) If you are sick, you will be granted one day of grace. If you're unwell for a second day or more, the College Nurse will need to make a report to the Welfare Manager Team. Our nurse is available 08:00-17:00 - Monday-Friday, in room B17, 139 Banbury Road. Telephone: +44 (0) 7500 808 242 or email nurse@stclares.ac.uk.
- b) If you have a personal emergency or an important personal appointment, you must ask your parents to provide consent for you to absent from your classes.
- c) If you are too unwell to attend classes in the morning, depending on the circumstances and advice from the College Nurse, it may not be possible for you to participate in the activity programme or leave the campus for free time.

3. Continued Absence/Punctuality Procedure:

Step 1	An initial meeting with a Welfare Manager to discuss your absences or punctuality. This meeting will be reported to the Director of Studies in order to monitor ongoing progress.
Step 2	If there is no improvement, an initial verbal warning will be issued by the Director of Studies. An action plan and time frame for improvement to be agreed.
Step 3	If there is no improvement, a formal meeting with the Director of Studies will be arranged and a Report Card issued if necessary. Contact (email or telephone) will be made with your parent/guardian/agent to inform them of the agreed plan of action.
Step 4	A review of progress and another Report Card if necessary to help with your attendance.
Step 5	If attendance and/or punctuality remains to be a problem, a meeting will be held with the Director of Summer Schools and Short Courses and a final written warning will be issued.
Step 6	If this final written warning is not adhered to, we will ask you to leave your course and accommodation (without a refund of fees). The UK authorities will be notified. You have the right to appeal to the Principal.