



# Attendance Policy

Revised: June 2019  
Review date: June 2020

## **ATTENDANCE**

The College expects students to have 100% attendance. Our aim is to ensure students achieve the best they can and excellent attendance is a key part of this happening. It is clear there is a direct relationship between attending and achievement. Students, their parents, agents, and guardians should be very aware of this and should do everything possible to ensure attendance is excellent.

Any report the College is asked to give for a student might include comments regarding attendance; this might be a part of a UCAS reference. The end of term reports will also carry the attendance information.

Furthermore, students who are studying in the UK with a Tier 4 Student Visa are legally obliged to attend all of their classes. Failure to achieve an acceptable standard may lead to the student being required to leave the UK and the visa being cancelled. Please see Appendix 4; Tier 4 Induction Contract which needs to be understood and signed by every student on a Tier 4 visa.

This process details the steps the College will take to ensure students are in class and will also clarify the steps the College will take if attendance is problematic.

### **1. BACKGROUND**

All students have timetables. These are produced at the start of their course.

The expectation is that students attend all of their classes, including any supervised study and/or library sessions marked on the timetables, and any meetings with their Senior Tutor.

A class register is taken electronically on CELCAT at the beginning of a class. The register is closed 15 minutes after the beginning of a class. All students present within 5 minutes of a class should be marked as present; a student arriving thereafter but before the closure of the register should be marked as late. Any student who has not made contact with the College to advise of their anticipated late arrival and arrives at the lesson after the closure of the register should not be admitted into the class and be told to report to his or her Senior Tutor or a deputy and is to be marked as unauthorised absence in the register.

Any unauthorised absences which later become authorised will be amended by the Senior Tutor.

## Students must attend

- Their classes
- Supervised study or library sessions
- Meetings with their ST

## Register

- Completed at the beginning of class
- Students over 15 minutes late must report to their ST or deputy

## 2. REASONS FOR NOT ATTENDING COLLEGE AND APPROPRIATE COMMUNICATION WITH THE COLLEGE:

Absence, where a student follows the procedures below, may be marked as authorised absence. Having a significant number of authorised absences may nevertheless give rise to action being taken by the College which may include imposing sanctions (see Promoting Good Behaviour Policy).

There may be a number of reasons a student is unable to come to College:

**Illness:** If a student is ill and under 18 as of the 31<sup>st</sup> August preceding the academic year, an adult must contact the College. For boarding students, this can be boarding staff; for students living with a host family, an adult member of the host family; for day students a parent or guardian. It is not acceptable for the student to contact the college themselves, unless an adult is not available, and never acceptable for another student to seek authorisation for another student's absence. If the required notification as detailed above is not received, the student will be marked with unauthorised absence. We accept if a student is with a host family or their own family, the family members may leave the house before the student and this process may be difficult to follow. In such cases we will explain to individual students they can call in but we will subsequently confirm details with their family or the host family. Prolonged periods of illness must be evidenced by providing a doctor's note.

If a student is ill and over 18, they must contact the College as soon as they know they will not be able to come in. Boarding students must also inform boarding staff. In case of prolonged and/or extended illness, students must provide a doctor's note.

In case a student has attended their lesson, but is feeling unwell during the day, they need to see their Senior Tutor or a Deputy, who can sign them off and notify boarding staff, parents, guardians and/or agents. This absence will be authorised. However, if the student does not meet their Senior Tutor or deputy, their absence will be unauthorised.

**Permission from parents or guardians:** If a parent or guardian requests permission for a student to miss lessons this must be done through his or her Senior Tutor, and must be done in advance. It is not acceptable to email the Attendance Policy 201819

College after the absence has happened. It is essential that there is a discussion about absence. If this procedure is not followed, the student will be marked with an unauthorised absence unless there is clear justification and evidence e.g. a University open day.

If this request comes from a College student's Agent, the College will still seek confirmation of the request from the parent (unless the agent is also the student's guardian). If parental/guardian permission is not received, the student will be marked with unauthorised absence.

**Lateness:** If a student is unavoidably late, for example through an unusual traffic incident, the student must phone the College and advise reception who will inform relevant staff. This may be treated as an authorised absence and staff informed to treat the lateness as such, but it depends on the circumstances. The decision on whether this is authorised or not is made by the Senior Tutor.

**Leaving early at the end of term and arriving back late after term starts:** Term dates are clear and are published at the beginning of the year. Students are expected to be in the College to the end of term and to arrive back until the beginning of each term in good time. Any request from a parent or guardian to leave early or return late will be considered by the Senior Tutor. Permission will only be granted in exceptional circumstances and where the latter is not evident, any absence at these times will be marked as unauthorised. Any lessons missed through leaving early, returning late or not authorised by the Senior Tutor will not be made up. All students and/or parents/guardians/agents must submit leaving and arrival dates to the Senior Tutors and Head of Boarding (if applicable) **at least one week before leaving**. Please be aware that Tier 4 students risk breaching their visa rules if they leave early or return late to College without authorisation.

Any unauthorised absence will be followed up – we have an obligation to ensure we know the reason for any absence.

Reasons for absence and expected responses							
	Illness		Illness while in College	Parental/ guardian permission	Lateness	Early term departure, late return in term	
	Boarders	Day students	All students			Boarders	Day students
Students under 18 years of age	Student notifies boarding staff	Adult informs college	Must see Senior Tutor or deputy before leaving	Parent/ guardian/ agent informs Senior Tutor in advance	Student informs college	Parent/ guardian informs Senior Tutor and Head of Boarding at least one week before leaving	Parent/ guardian informs Senior Tutor at least one week before leaving
Students over 18 years of age	Student notifies boarding staff	Student informs college				Parent/ Guardian/ Student informs Senior Tutor and Head of Boarding one week before leaving	Parent/ guardian/ student informs Senior Tutor one week before leaving

### 3. THE PROCESS OF RECORDING AND FOLLOWING UP ABSENCE

#### a. Notification of absence received

Where the College is notified of an absence of a student as indicated in the previous section, the Reception Manager or designated deputy will email the relevant subject teacher(s) and notify the relevant Senior Tutor or Deputy.

The relevant teacher(s) log the reason for the absence into class registers using the appropriate code (see Appendix 1) and if needed, they write a comment in the relevant section.

#### b. Notification of absence not received

When notification of absence is not received said absence is regarded as unauthorised.

The college monitors absence throughout the day, usually in the morning at 9:30 a.m. and in the afternoon after 2:30 p.m. Where a student is absent from a class and the College has not received notification of said absence, the latter is dealt with as follows:

**Compulsory school age (CSA) students (boarding and day):** the Senior Tutor or designated deputy will telephone and/or email the student's responsible adult to identify the reason for and obtain formal confirmation of,

the reason for the student's absence. The Senior Tutor or designated deputy will make sustained attempts during the day at contacting the student's responsible adult and the student until such point that either contact is made or the processes detailed in the relevant stage of the Missing Students Policy are enacted.

Once the reason for absence is identified, it is at the discretion of the Senior Tutor to authorize the absence. A note of the reason for absence will be logged in the weekly attendance and welfare meeting and the relevant report produced by the team.

### **Students aged 16+:**

Any student aged 16 or above on the 31<sup>st</sup> August preceding the academic year in which they study at the College is not of compulsory school age.

### **16+ Day Students**

If upon the closing of morning registers a 16+ day student is found to be absent, and the College has not been notified of said absence, their Senior Tutor or designated deputy will telephone and/or email the student's responsible adult to identify the reason for, and obtain formal confirmation of, the reason for the student's absence. The Senior Tutor or designated deputy will make attempts at contacting the student's responsible adult and the student until such point that the processes detailed in the relevant stage of the Missing Students Policy are enacted.

### **16+ Boarding Students**

If, upon production of the daily attendance reports, a 16+ boarding student is absent and the College has not been notified of said absence, the Senior Tutor or designated deputy will contact boarding staff to identify the reason for, and obtain formal confirmation of, the reason for the student's absence. The Head of Boarding will be made aware of the Senior Tutors' contact with the boarding staff and will ensure that they make sustained attempts each hour at contacting the student until such point that either contact is made or the processes detailed in the relevant stage of the Missing Students Policy is enacted. The Senior Tutor will follow this absenteeism up with the student in their weekly meeting or sooner if necessary.

#### **4. ATTENDANCE AND ABSENCE MONITORING PROCESS**

Attendance and absence are monitored at the College on a weekly basis by the Attendance and Welfare team. This is made up of the Senior Tutors, Head of Boarding, and Assistant Principal Pastoral and Boarding (APPB). The purpose of this group is to look at data regarding attendance of all students (including students who are on a Tier 4 Visa) for the previous week and to consider what action is appropriate to take. Any welfare issues which might be related to attendance will be highlighted and any pastoral comments will be shared with Senior Management. During the meeting, the group identifies patterns of absence, number of absences and lateness, and follow up any concerns with the student(s), their parents/agents/guardians, teaching and support staff. The Attendance and Welfare team keep a list of students and RAG rate them (see Appendix 2) to indicate which students have poor attendance. This list is drawn up and updated during the Attendance and Welfare Group weekly meeting.

This list is circulated (as the minutes of the meeting) to Senior Tutors, the Head of Boarding, SENDCo, Curriculum Managers (CMs), and Senior Management Team (SMT). The list is annotated with recommended actions, decided on by the Attendance and Welfare Group. The actions are followed up by the Senior Tutors, Head of Boarding, and CMs where appropriate. The intention is to keep all students attendance above 90%.

The students RAG status is adjusted weekly during the meeting to reflect their current attendance level. An acceptable and sustained level of improved attendance, usually over two to three weeks and above 90% will be advised by their Senior Tutor to the AMs. The RAG ratings are:

Red – 79% and below

Amber – 80-89%

Green – 90% and above

#### **Tier 4 absence**

The College (and specifically the Principal or designated deputy) will inform the UKVI if a Tier 4 student's attendance is unacceptable to the College and/or falls below the requirements set out by UKVI guidance. The College strictly adheres to the UKVI attendance guidance and will not compromise the College's Sponsor License over poor attendance. The UKVI can request/inspect attendance data at any time.

## **5. RESPONSE AND SANCTIONS IN CONNECTION WITH UNAUTHORISED ABSENCE FOLLOWING THE ATTENDANCE AND WELFARE REPORT**

The sanctions imposed are in line with the sanctions in the Promoting Good Behaviour policy and are applied when absences are **not** such that the actions within the Missing Student Policy need to be invoked.

### **Step 1**

The Senior Tutor will re-examine any relevant record (e-mails from parent/guardian, boarding staff, reception manager, teachers, student, comments on registers as well as comments on the boarding staff's daily report) as to the reason for the registered absence.

If no relevant note of this is found, the Senior Tutor will follow up with the parent/guardian/agent and student, to identify any reason for the absence/s. The Senior Tutor will then speak with the student and provide feedback at the Attendance and Welfare team meeting. Any reasons for absence are recorded in the attendance and welfare report and appropriately recorded in the student administration list (PASS).

In all cases the Senior Tutor will inform the parents/guardian/agent using the letter templates in Appendix 4 and host or boarding staff. It is at the discretion of the Senior Tutor to decide when and which letters should be used.

### **Step 2**

If a student has been spoken to on three separate occasions because of their unauthorised absences, the student's Senior Tutor will discuss the problem with the student and reinforce the discipline and put the student on report. It is important that the Senior Tutor keeps the parents/guardians or Agent informed at all stages and ensures that all incidents and actions are accurately recorded on the student administration list (PASS). If further action is required, parents, agents and guardians will continue to be kept informed using the letter templates.

### **Step 3**

The Senior Tutor will liaise with the Assistant Principal Pastoral and Boarding (APPB) as to when/if to escalate the sanction to the Assistant Principal Academic (APA). Any consideration for the issuing of a 'first warning of expulsion letter' will be authorised by the APA and at this point external communication will be undertaken by the APPB and recorded on the student administration list (PASS).

#### **Step 4**

If there is no improvement, the Senior Tutor will provide the APA or designated deputy with the details of the absences. The APA will meet with the student and the Senior Tutor and issue a final warning of expulsion to the student. Any further actions must be recorded on the student administration list (PASS) and communicated to parents/guardian/agent.

#### **Step 5**

If attendance does not improve, the student will be expelled and informed of this by the Principal or designated deputy. The meeting and actions will be recorded in the student administration list (PASS), and the parent/agent informed of the meeting. If a student is permanently excluded, the terms and conditions published by the College, which state that in principle fees remain payable, will apply.

It should remain clear to all through any sanctions process (see Promoting Good Behaviour policy) that the main aim and intention of the College is, wherever possible, to have the student study on a full timetable. Any sanctions are as a last resort and will be taken reluctantly. A summary of the process can be found in appendix 6.

## **Appendices**

Appendix 1 – Attendance register codes

Appendix 2 – Example of an attendance and welfare report

Appendix 3 – The Attendance Agreement is to be completed during induction, as part of the Learning Agreement, and reviewed with the student at each step of this process if their attendance is poor. It may be necessary to ask the student to re-sign the agreement to confirm that they understand the commitment and consequences of non-attendance.

Appendix 4 Letter templates

Appendix 5 Tier 4 Attendance Contract

Appendix 6 Step-by-step flow chart of the processes

## Appendix 1

### Attendance register codes

Code	Description	PASS Category
/	Present (am)	PRESENT
\	Present (pm)	PRESENT
L	Late	PRESENT
£	Exam	PRESENT
&	Induction	PRESENT
I	Illness	AUTHORISED
C	Other authorised circumstances	AUTHORISED
M	Medical/Dental Appointment	AUTHORISED
H	Family Holiday (agreed)	AUTHORISED
F	Extended Family Holiday	AUTHORISED
R	Religious Observance	AUTHORISED
E	Excluded	AUTHORISED
S	Study leave	AUTHORISED
!	Session re-scheduled	IGNORED
#	School Closed	IGNORED
Y	Enforced Closure	IGNORED
Z	Pupil not on roll	IGNORED
@	Course completed	IGNORED
X	Untimetabled sessions for non-compulsory school-age pupils	IGNORED
\$	Suspended non-payment of fees	IGNORED
O	Unauthorised absence	UNAUTHORISED
P	Approved sporting activity	APPROVED EDUCATIONAL ACTIVITY
J	Interview	APPROVED EDUCATIONAL ACTIVITY
B	Educated off site	APPROVED EDUCATIONAL ACTIVITY
D	Dual Registration	APPROVED EDUCATIONAL ACTIVITY
V	Educational trip or visit	APPROVED EDUCATIONAL ACTIVITY
W	Work Experience	APPROVED EDUCATIONAL ACTIVITY

## Appendix 2

### Example of an Attendance and Welfare report

ST	VISA	Student	Registers	Present	Late	Absent	Withdra wn	Unmark ed	Attend %	Overall	COMMENTS AND ACTIONS
ST3	NOVISA	Student 3	22	15	2	5	0	0	77.27%	77.93%	left early, came back late
ST1	NOVISA	Student 4	17	8	0	9	0	0	52.94%	77.99%	missed all Thursday before the break and 2 periods on Wed; no reason ; ST1 spoke with them; ST1 to monitor
ST1	NOVISA	Student 5	25	15	1	9	0	0	64.00%	79.13%	early leaver; missed maths this week; ST1 already had a chat with them; ST1 to monitor
ST4	NOVISA	Student 8	18	17	1	0	0	0	100.00%	81.09%	
ST1	VISA	Student 9	23	14	0	9	0	0	60.87%	81.17%	early leaver
ST1	VISA	Student 13	20	17	0	3	0	0	85.00%	83.61%	early leaver; missed 1st day of new term
ST3	VISA	Student 14	31	20	0	11	0	0	64.52%	84.42%	
ST2	NOVISA	Student 15	33	32	0	1	0	0	96.97%	84.74%	doing well - dropping IELTS
ST2	NOVISA	Student 36	16	8	3	5	0	0	68.75%	89.55%	ST2 to meet on Tuesday
ST3	VISA	Student 37	22	22	0	0	0	0	100.00%	89.61%	
ST2	VISA	Student 38	36	7	1	28	0	0	22.22%	90.12%	Early departure late return
ST3	VISA	Student 39	29	8	1	19	0	1	34.48%	90.17%	
ST2	NOVISA	Student 40	22	15	1	6	0	0	72.73%	90.35%	ST2 to authorise absences
ST3	VISA	Student 41	29	21	2	2	0	4	93.10%	90.42%	
ST2	VISA	Student 42	26	19	1	6	0	0	76.92%	90.47%	early departure
ST1	VISA	Student 43	28	19	3	3	0	3	89.29%	90.60%	
ST2	NOVISA	Student 44	12	12	0	0	0	0	100.00%	90.70%	
ST1	VISA	Student 45	16	13	1	2	0	0	87.50%	90.81%	sleeping problems due to noise in his room; changed room now; ST1 to monitor
ST1	VISA	Student 46	26	25	1	0	0	0	100.00%	90.89%	
ST1	VISA	Student 47	21	10	1	10	0	0	80.95%	90.92%	early leaver; not attending week 1 either (but it's authorised absence)
ST1	NOVISA	Student 48	23	21	2	0	0	0	100.00%	90.95%	
ST1	NOVISA	Student 49	17	17	0	0	0	0	100.00%	91.02%	
ST2	NOVISA	Student 50	9	9	0	0	0	0	100.00%	91.24%	
		<b>Total:</b>	<b>4026</b>	<b>3162</b>	<b>82</b>	<b>707</b>	<b>0</b>	<b>62</b>	<b>82.72%</b>	<b>93.60%</b>	

### Appendix 3. Learning and Attendance Agreement



#### **Learning & Attendance Agreement 2019 - 20**

**Oxford Sixth Form College will provide the most appropriate tuition and support available for the planned programme of study. The College will provide teaching, tutoring, resources, equipment and facilities where appropriate to enable students to achieve their full potential.**

By accepting your place at the College, you agree to the following:

- I will complete all set work, tasks and assignments within agreed deadlines and participate to the best of my ability in examinations and tests as arranged by the College.
- It is my responsibility to attend **all** lessons, Senior Tutor meetings and other arranged periods of study, to arrive punctually and to bring materials as requested by my tutor/s. Tutors are not expected to wait for me to arrive after the start of each lesson.
- I will have 100% attendance. In case of illness, I will follow the appropriate procedure to communicate with the College.
- I will provide a doctor's note in case of prolonged illness and I acknowledge that without this any absences will not be authorised.
- I will notify the College immediately if I change my address, email and/or telephone number/s.
- I will behave respectfully at all times towards members of staff, tutors and other students.
- I will not engage in any activity which is likely to bring the reputation of the College into disrepute or affect the safety of myself or other people.
- I understand the fee payer will be informed on a regular basis of any absence, lateness or poor commitment to studies.

I understand the commitment I am making to the College, its staff and other students. If I do not follow the agreements above, I understand that the College may decide that I can no longer study at OxSFC. My attendance and

performance will be reviewed continuously. If I have not met the terms of this contract, I could immediately be told to leave the college.

<b>Student</b>	<b>Senior Tutor</b>
<b>Signed</b>	<b>Signed</b>
<b>Print Name</b>	<b>Print Name</b>
<b>Date</b>	<b>Date</b>

## Appendix 4

### Letter templates

These are for use with ALL students, however, Senior Tutors will need to adapt them accordingly. **Any letter sent to a student or parent must be saved on PASS.**

***These letters can be adapted and used where attendance is a cause for concern even though the reasons for absence are known/have been authorised by a responsible adult.***

#### **Letter/Email 1(to be sent after Step 1 of Unauthorised Absence process)**

Dear [parent/guardian/agent name]

I have reviewed [Name]'s current attendance and note that he/she has missed X lessons resulting in an overall attendance of X%.

Please find attached his/her Attendance Report for your review and a copy of the College's attendance policy.

Absences may be authorised under specific circumstances and should be agreed through me before they occur. As [Name of Student] has Tier 4 visa we are required to record all non-attendances and the reasons for UKIV.

So that you are aware, I will be closely monitoring [Name of student] attendance on daily basis to ensure that [name of student] is not in breach of their visa conditions.

If further absences will be recorded, I will have no option but to report [name of student] to UKVI.

In the future please contact myself at [ST email address] to notify me of your son/daughters absences.

We welcome any support you can provide to help us improve [name of student] attendance.

Best wishes

[Name of ST]

Cc [Name of student]

**Letter/Email 2 (To be sent after Step 2 of Unauthorised Absence Process)**

Dear [parent/guardian/agent name]

I wrote to you on the [date] but unfortunately [name of student] attendance at College has still not improved sufficiently and currently stands at X%.

I enclose [name of student] attendance report.

Continued non-attendance at classes has serious consequences (up to and including exclusion from the College). If [name of student] is experiencing serious personal circumstances which are affecting their attendance, please let me know (if you haven't already) so that the College can take these into account and offer [name of student] the appropriate support.

We know from experience and the extensive research that has been carried out that poor attendance leads to poor results. It is vital for [name of student] success and progression that work together to improve [name of student] attendance. I wish to remind you that I am obligated to inform UKVI of all absences which could lead to [student name] losing his visa and having to return home.

I would be very grateful if you would contact me either by email [insert your email address] or telephone; 01865 793333. I am available to speak with you on [insert days/times].

Please be aware that if there is no immediate improvement in your son/daughters attendance, further action will be taken.

Best wishes

[ST Name]

Cc [Student name]

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### **Letter/Email 3 (To be used after Step 3 of unauthorised absence process)**

Dear [Parent/Guardian/Agent name]

I wrote to you on the [insert date] and again on the [insert date] because of my concern with [student name] attendance.

I enclose [student name] attendance report.

Sadly we are now in a situation where disciplinary measures need to be taken (please see our Promoting Good Behaviour policy attached). [Student name] will [meet/has met] with their [Programme/Curriculum Manager] [name of PM/CM] and has been put on report and has had targets set to improve [his/her] attendance. This will be monitored daily and reviewed in one weeks' time. If there is still no improvement or attendance continues to fall the situation will be escalated to the Vice Principal.

As I said in my last email, good attendance at College is linked to grades; we know from years of experience that students who do not attend classes are significantly more likely to fail or get lower grades in their exams which will not help [name of student] future endeavours.

We appreciate that 85% may appear to be a good level of attendance but we strive for 100% where possible. We are therefore keen to explore how we can help your [son/daughter] to improve their attendance.

To remind you again, [name of student] is studying in the UK on a Tier 4 visa. Specifically, this is a **student study visa** and the conditions of this visa state that they **must attend all lessons**.

Please contact me as soon as possible by calling 01865 793333 or by email: [ST email address]

Best wishes

[ST Name]

Cc [Student name]

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## **Letter/Email 4 (Use as follow up to Letter/Email3)**

Dear [Parent/Guardian/Agent]

On [insert review date] we reviewed [student name] attendance and looked at [his/her] targets. [I am pleased/saddened] to say that there [has/has not] been an improvement. [Student name] attendance now stands at [X%]; [X% above/below] their attendance when I wrote to you last week. I have attached [student name] attendance report.

### **Pick most appropriate paragraph:**

1 Since [student name]'s attendance has continued to fall we have been unable to lift our sanction and therefore [student name] remains on report for the forthcoming week.

2 Since [student name] attendance has continued to fall we have been unable to lift our sanction and therefore [student name] remains on report for the forthcoming week. Since [student name] is here in a Tier 4 visa, and the attendance is now [below/just above] 80%, we will now have to consult with the Principal to see if he/she can remain in the College.

3 Although we are beginning to see an improvement in [student name] attendance we feel that it is prudent to keep [student name] on report for another week so that we can closely monitor him/her.

I will write to you again next week.

Best wishes

[ST Name]

Cc [Student Name]

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## Appendix 5



### TIER 4 Attendance Contract

As Tier 4 Visa holder, it is essential that you comply with the conditions of your visa whilst you are with us in the UK. Please read below and sign to confirm that you understand the following:

#### Attendance/Course

- You **must** have a minimum of 80% attendance
- If you are going to be absent from class, follow the appropriate procedure to inform College
- If you are unwell and unable to come to College, call the College immediately
- If you are absent for 5 days or more due to sickness, you must bring a doctor's note
- If you are absent without permission for 10 consecutive days we are obliged to inform the UKVI (UK Visa and Immigration department).

#### Work

Your working conditions in the UK are printed directly on your Tier 4 visa.

#### Police Registration

If you need to register with the police you will find indication on your visa. Please check immediately, registration is within 7 days from entry in the UK.

#### Holidays

You will find your holiday dates on the website and in your Student Handbook. You must not take holiday outside these dates; if you need to take a holiday outside these dates, please inform your Senior Tutor at least 4 weeks in advance. You must not take a holiday if you have not arranged it with the College first.

#### Changes to your course

The College will help you with the visa extension process, providing your attendance is over 80% and you are making good progress in your lessons. If

you change your course type or shorten the duration of your course, we are obliged to inform the UKVI.

**Accommodation and Contact details**

You are obliged to advise us immediately about any changes to your accommodation and contact details. Please let us know if you change e-mail address or mobile number.

If you are in accommodation that is not provided by the College it is your responsibility to communicate us the address details and any change of address.

Please sign and date this agreement. In doing so you are signing to say that you have read and understood all of the above and that you will comply with the regulations above. If you are not sure that you have understood this document you must ask your Senior Tutor to explain it to you before signing.

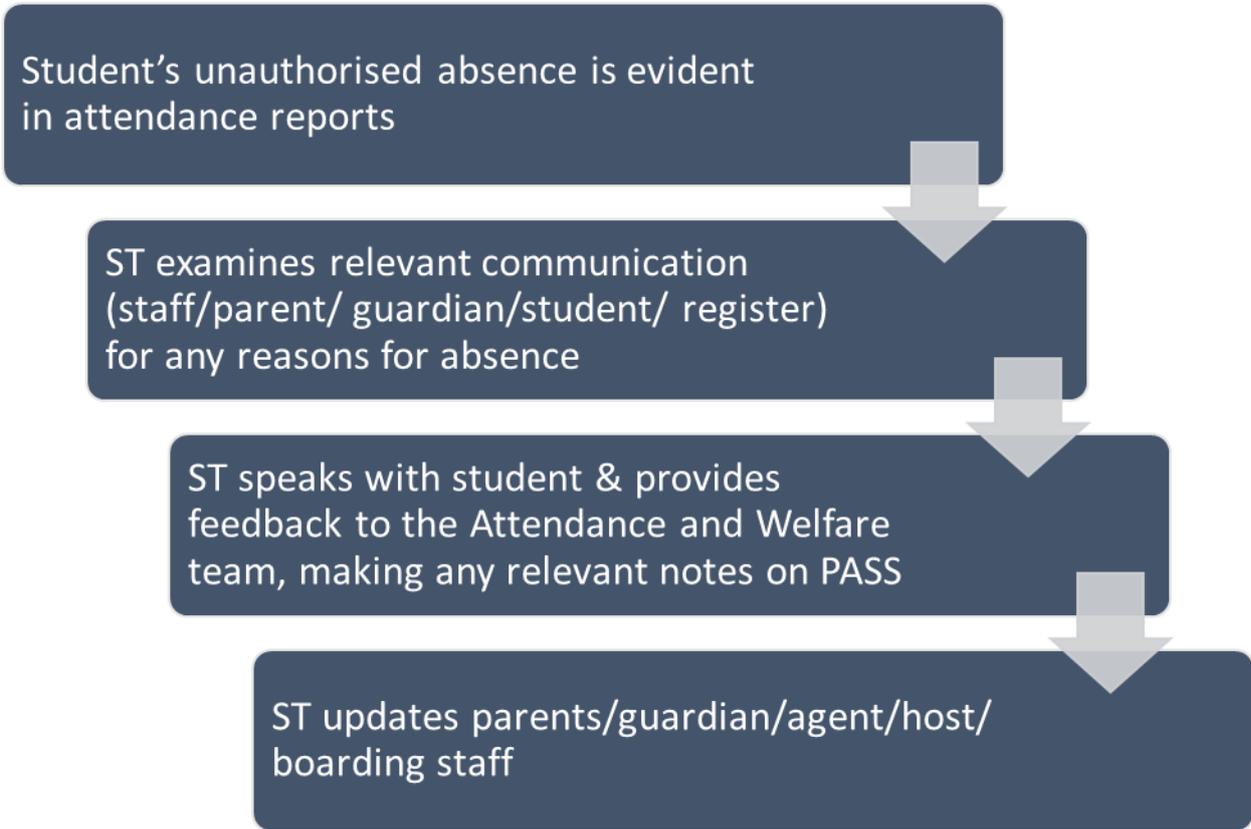
Student Name\_\_\_\_\_

Signed\_\_\_\_\_Date\_\_\_\_\_

## Appendix 6 – Monitoring attendance processes

### Scenario 1. Occasional absence

Student's unauthorised absence is evident in attendance reports



ST examines relevant communication (staff/parent/ guardian/student/ register) for any reasons for absence

ST speaks with student & provides feedback to the Attendance and Welfare team, making any relevant notes on PASS

ST updates parents/guardian/agent/host/ boarding staff

## Scenario 2. Sustained absence

