

# **BCC STUDENT ATTENDANCE POLICY**

Accredited by the  
 **BRITISH  
COUNCIL**  
for the teaching  
of English in the UK



## **Bournemouth City College**

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## **SUMMARY:**

Bournemouth City College (BCC) strives to encourage a regular attendance policy to ensure that our students receive the most from their language courses and to encourage students to attend classes on regular basis so that we comply with statutory requirements on attendance.

This document includes:

- 1) *BCC Student Attendance Policy***
- 2) *Teacher's response to poor attendance (Verbal Warning)***
- 3) *Director of Studies response to poor attendance (1<sup>st</sup> Written Warning)***
- 4) *Managing Director response to poor attendance (2<sup>nd</sup> Written Warning)***
- 5) *Expulsion process***
- 6) *Lateness Policy***
- 7) *Authorized absence***
- 8) *Attachments***

All BCC employees must follow the procedures and steps set out in this document to ensure that the consistency is followed by all members of BCC.

This policy is reviewed and amended due to business needs and requirements on a regular basis.

<b>Policy created by:</b>	<b>Policy created:</b>	<b>Last Reviewed:</b>	<b>Last Reviewed:</b>	<b>Last Reviewed:</b>
Turcekova	July 2019	July 2020	July 2021	July 2022
		September 2022		

## **1. BCC STUDENT ATTENDANCE POLICY**

The BCC attendance policy aims to provide general information to BCC staff with clear and detailed information on how to deal with student attendance problems. BCC aims to provide high quality language courses, for all students who want to learn a new language effectively. Effectiveness of education is achieved only when students attend all classes on a regular basis. Maintaining the high standard of our courses can only be achieved through a good BCC reputation for the high quality of courses provided. If students miss lessons, learning outcomes will not be met and this will have direct implications for the student's education.

During the first welcome meeting, on the first day at school, the Managing Director or designated member of staff will explain to students the importance of continuity in the learning process and attendance expectations from BCC. The consequences of unsatisfactory attendance, including late arrivals for classes will be explained at the same time. BCC has an obligation to keep and monitor the attendance and absence of all international students for visa requirement purposes.

## **2. TEACHER'S RESPONSE TO POOR ATTENDANCE (Verbal Warning)**

Student attendance is recorded in the daily student attendance sheet. The teacher must monitor the student's attendance and clearly records if a student is present or absent. If a student is absent, there is a requirement to register absence in the student absence sheet and annotate this as an authorized or unauthorized absence together with reasons for the absence, if known.

**Standard attendance expectancy is 80%.** The teacher must give a 1<sup>st</sup> verbal warning when a student reaches 20% of absence. The teacher will arrange a meeting with the student, if possible due to circumstances, and request an explanation for the reason from the student and in the case of prolonged illness of more than 2 days, a doctor's certificate, and if that is not forthcoming the teacher will verbally warn the student.

The verbal warning will consist of orally notifying the student that his/her attendance is unacceptable and that their attendance records are going to be reported to the Director of Studies if more lessons are missed in the following week.

## **3. DIRECTOR OF STUDIES' RESPONSE TO POOR ATTENDANCE (1<sup>st</sup> written warning)**

The student's attendance will be monitored the following week. If after the verbal warning the student has any further absence, without satisfactory explanation, the Director of Studies/Office Manager will issue a first written warning letter to the student. (*attachment No 1*)

#### **4. MANAGING DIRECTOR RESPONSE TO POOR ATTENDANCE (2<sup>nd</sup> written warning)**

In the case of any further absence from the student after the written warning from the Director of Studies, the Managing Director will send a copy of the student's attendance to their sponsor or agent. If the student is in the UK under UK Immigration Law, a copy of the attendance record will be sent to the UK Visa and Immigration and BCC will await their decision with regards to any further action being taken. If either the sponsor or agent or UK Visa and Immigration demand expulsion, the normal expulsion process will be followed. (*attachment No 2*)

#### **5. EXPULSION PROCESS**

**Expulsion is permanent exclusion of the student from the language course at BCC.**

The Managing Director together with Director of Studies should follow the process:

**1. INFORM AGENT or SPONSOR**

Providing copies of the student's attendance record, the Managing Director will issue a letter to confirm the expulsion of the student from the language course, and will issue a letter to the agent or sponsor with the reason for the expulsion. If the student is expelled from BCC, he/she will be responsible for any loss of course fees. (*attachment No 4*)

**2. INFORM UK VISA AND IMMIGRATION**

Providing copies of a student's attendance record, the letter to the UK Visa and Immigration will contain an explanation for the reasons for expulsion of the student from the BCC course. From the expulsion date, the student will not be covered by BCC as a language course provider for the student's immigration status purposes. (*attachment No 3*)

**3. MAINTAIN RECORDS**

BCC will maintain all the relevant records of a student's attendance, records of meetings with the Director of Studies and the classroom teacher, and a copy of the warning letter addressed to the student.

#### **6. LATENESS POLICY**

BCC Lateness Policy will allow students to be **10 minutes late**.

If a student is late 10 minutes, he/she will knock on the door of the classroom and ask if it is ok to enter and continue with the lesson. If there is a valid reason for the late arrival, the classroom teacher will allow the student to join the lesson.

If the student is more than 10 minutes late, he/she will have to wait to the end of the lesson and then join the rest of the lessons for the day. The reason for this is disturbance which the late arrival causes to the other students.

## 7. AUTHORIZED ABSENCE

There are some circumstances when a student is not able to attend lessons. BCC recognizes that students may be subject to unforeseen circumstances from time to time. This could be for illness, sickness or family bereavement.

In such a circumstance, the student must inform the Office Manager as soon as the situation occurs and arrange a meeting with the Director of Studies to discuss further progress in the language course and an arrangement to continue with the programme.

**In the case of illness** the student must inform the Office Manager about the illness. BCC allows students to **take up to two (2) days off to recover**. If the illness is prolonged, the student must provide evidence of absence, in most cases a "Doctor's Certificate" is issued and the student must provide the certificate to BCC.

BCC will try to arrange support to students with an authorized absence and will provide students with materials for the missing lessons for the purposes of self-study.

The Office Manager contact details:

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