

## **MSE: STUDENT ATTENDANCE AND NON-ARRIVAL POLICY**

Mayfair School treats all students equally regardless of their immigration status within the UK.

Course attendance is monitored and recorded twice daily by the course tutor and once daily by our administrator.

In the event of absence the school should be notified by telephone or email and informed of the reason for the absence. Students should provide their student number in this communication. Doctor's certificates may be requested by the school in the event of long-term illness.

Student attendance records are kept for future use. Universities, colleges and employers, the United Kingdom Border Agency (UKBA) and course sponsors may all be informed upon request of student attendance details.

Failure to maintain a satisfactory attendance record (a minimum attendance of 80%) will result in the school providing a preliminary absence follow-up to the student, sponsor or agent. Significant non-attendance, regular non-attendance or persistent lateness may also lead to the cancellation of your course and the loss of any fees paid; in addition to the withdrawal of a Student Oyster Card by Transport for London (see details here).

If you have any questions regarding your attendance please ask in reception.

Students' attendance/absence in class is monitored via an electronic card-swipe procedure. Machines located in each classroom and digitally-coded identity cards which are issued to each student when they enroll.

Students' cards are collected by the teacher at the start and finish of each lesson and swiped through the card-reader machine. Cards are returned to students after each swipe as they are responsible for their safekeeping.

This information is then sent to the school's secure database where it is recorded and used to generate an overall attendance figure for each student accurate to the minute. Providing students arrive at the start of the class and stay until the end they will maintain a 100% record of attendance.

Students who arrive more than 20 minutes after the start of a class are not allowed to enter until after the break. When they enter their card will be swiped in by the teacher. In this case, the student will receive only around 50% attendance for that session.

Students who leave the class at the break must inform the teacher who will swipe their card out. In this case, the student will receive only around 50% attendance for that session. If the student leaves without having their card swiped for that day they will lose their attendance. Students who do not attend a class will receive 0% attendance for that session, which will affect their overall attendance.

Students who have a valid reason for missing a class (i.e. a medical appointment/illness) should contact the school office to inform them in advance – a note will be made on their file and their attendance will be not be adversely affected.

Attendance figures for students are reviewed each Friday and any students with unsatisfactory attendance are removed from the class list. The school defines unsatisfactory attendance as failure to attend at least 3 sessions in that week. These students, referred to as non-attenders, are then granted one week in which to return to the school, explain their absence and request to rejoin their class. Tutors are instructed not to allow entry to students who have fallen into this category until they have seen an administrator and possess the correct documentation (a class entry slip) to return to class. At this point students are verbally warned by an administrator or academic manager regarding their attendance if they fail to provide an adequate explanation for their absence.

If a student does not return to, or contact, the school by the end of this week then the student, agent, or sponsor is contacted by the school (by email, letter or telephone) regarding attendance.

1<sup>st</sup> January 2017