


ATTENDANCE



ST ANDREW'S COLLEGE POLICY DOCUMENT	
Issue No.: 01	Document Number: STAN:
Issue Date: 30/07/2020	Originator: Rebecca Schoeman
Version: 1	Responsibility: Wayne Marshall/Rebecca Schoeman
Reason for version change: Review & Update	Dated: 10 th September 2020
Authorised by: Wayne Marshall Date: 30/07/2020	Signature 

There is a positive relationship between good attendance and academic achievement and that is why we carefully monitor student attendance daily, whether face to face learning or online.

Students are expected to achieve a 95% attendance rate in all classes. Students on Foundation courses are required to achieve this in addition to good results to pass their course.

Most students at the college are studying on a Tier 4 visa and these students must maintain a good level of attendance to continue their studies in the UK. To maintain our Sponsor licence, we are required to report poor or non-attendance to UKVI.

Attendance should be recorded by teachers at the start of each class on the Engage Portal. This should be no later than 15 minutes after the class start time. Students who arrive late should be marked late and the number of minutes should be added to the register. A teacher may refuse entry to a student who arrives more than 15 minutes' late. If a student aged under 16 has not arrived in class, it should be immediately reported to the Principal.

If students are unable to attend a lesson, they must report it before 09.00 on the day of the class. There are 2 ways they report absence. They can email using their St Andrew's email account to: attendance@standrewscambridge.co.uk. The email must include their full name, why they are not attending and what classes they intend to miss. All students will be given an attendance card at the start of term. The card contains a QR code that students can scan with their phone. The code leads them to an attendance form to complete. Students should be aware that sending an email or completing the form, does not automatically mean that their absence has been authorised and they should wait for confirmation from the college. Students will be advised about acceptable and unacceptable reasons for absence during induction week. Students missing classes should ensure they request any work that they missed from their teacher, so they don't fall behind in lessons.

Students who study remotely and online, must also follow the same rules as those students living in Halls or having face to face learning in the classroom.

ATTENDANCE



Students living in residences must advise their House Manager if they are not attending school. Students living in homestays must inform their Homestay Host.

Online Attendance

Student attendance in online lessons is defined as **active participation**. Online lessons will, at a minimum, have the same mechanisms for student participation no more frequently than face to face learning in class. which can be documented by any or all of the following methods:

- Completion of tests or quizzes
- Discussion forums
- Submission/completion of assignments
- Communication with the teacher
- Or other online class participation

Students are required to log in to each lesson with camera on, and be ready to participate. The student is solely responsible for checking updates related to their course and subjects. This can be achieved by checking student emails, subject teacher and college announcements, as well as any discussion forums indicated by the teacher or college, and this should be checked frequently (daily is recommended).

In the case of an anticipated absence, such as illness the student should contact the teacher and college in advance and make arrangements to complete the required assignments.

Failure to attend any class or be late for that class will be recorded as either **Absent (authorised)**, **Absent (unauthorised)**, or **Late**. Similarly, if you do not participate in the class fully then the register will state **Present (did not participate)**. The register records every entry made by the teacher or college upon your file.

The attendance officer will monitor the attendance in the Engage Portal. Students who are absent from lessons but have not reported it to college will be contacted to explain their absence and may face some disciplinary action. Students who are consistently late or have missed 3 or more lessons will be placed on report. There are 3 stages of the reporting procedure.

Stage One

- Student must report to the attendance officer at 08.30 daily for 5 consecutive days
- Student must attend all classes and be on time for the duration of the reporting period.
- Students parents and agent will be informed

ATTENDANCE



- Students who are late to report, fail to report or who miss, or are late for classes during the reporting period will be moved to Stage Two.

Stage Two

- Student must report to the Vice Principal at the times given for 2 weeks
- Student must attend all classes and be on time for the duration of the reporting period.
- Students must get their teacher to sign their report document at the start of each class
- Students parents and agent will be informed

Students who are late to report, fail to report or who miss, or are late for classes during the reporting period will be moved to Stage Three.

Stage Three

- Students must report to the Principal twice a day for at least two weeks
- Student must attend all classes and be on time for the duration of the reporting period.
- Students must get their teacher to sign their report document at the start of each class
- Students' parents and agent will be informed

Students who are late to report, fail to report or who miss, or are late for classes during the reporting period will be expelled for college with immediate effect. Their parents will be contacted and they will be required to arrange flights home. No fees will be refunded. If the student is at the college on a Tier 4 visa, UKVI will be informed and the student's CAS will be withdrawn.

The report procedure is deemed to be fair as it gives the student a reasonable period during which they can improve their attendance.

Students who have repeated absences due to illness will be requested to have a meeting with the Head of Pastoral Care and/or see a GP.

In some cases the attendance officer and the Head of Pastoral Care will visit students in their accommodation to discuss their well-being.

Next Review: August 2021