




ST. ANDREW'S COLLEGE  
Cambridge

## ATTENDANCE POLICY

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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 iSAMS system. This should be no later than 15 minutes after the class start time. Students who arrive late, 10 minutes late or more, should be marked as late. If a student is 10 minutes late or more teachers should stop them at the door and ask for a valid reason. They will be asked to stay after the class and will be given an appropriate amount of extra work to complete for the next lesson. If a student of any age has not arrived in class, it should be immediately reported to Student services.

If students are unable to attend a lesson, they must report it before 09.00 on the day of the class. If a student is in a boarding house, they must liaise with their House Parent and inform them. They will then need to fill the absence form using the QR code provided. The House Parent will write a medical report for the student on iSAMS. If a student lives independently, they must fill the absence form. If students are sick for two or more days in the same week they will be required to book and attend a medical appointment with their doctor. Students should be aware that 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.



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### iSAMS

Student services will monitor the attendance in iSAMS. Students who are absent from lessons but have not reported it to college will be contacted to explain their absence and may face 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 Student services at 08.30 (or at a time agreed if the student is online) 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
- 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 10 days
- 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 at the times arranged for at least 10 days
- 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 maybe expelled from college with immediate effect. If this is the case 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.



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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.

**Last Review: April 2022**

**Next Review: August 2022**