



## International Attendance Policy

**Attendance is a basic requirement of learning and we expect you to attend all timetabled lessons including tutor periods.**

Please be aware that:

- If you are unwell, your absence is recorded as 'Sickness'. You must contact the college on each and every day that you are absent. Whilst we understand that you may not be fit to study, sickness will still affect your overall attendance percentages.
- You must attend all lessons during teaching weeks, up until the last day of the academic year. Term dates are included on all documents sent to you & are available on our website [www.itchen.ac.uk](http://www.itchen.ac.uk)
- You must not arrange return flights during term time as these absences are recorded as unauthorised. **Please check term dates before booking flights.**
- Holidays, long weekends or absences for social activities during term time are recorded as unauthorised and should not be booked in term time.
- We record all other absences as unauthorised unless there is a valid reason.
- **We carefully monitor all attendance and if your attendance percentage falls below 95% you will be put on an amber concern, a first warning letter will be sent to your parents/agent. We may decide to put you on an attendance contract to help you improve. If your attendance percentage falls below 90%, you will progress onto a red concern, and your parents/agent will receive a final warning letter. If there is no immediate improvement within 2 weeks, your place at Itchen will be withdrawn.**
- Where a student has committed an act of serious misconduct or abusive behaviour, their place at Itchen may be withdrawn immediately.

### ATTENDANCE AND PUNCTUALITY

Punctuality is an important part of attendance. You must arrive on time for all lessons. We have a 'Knock and Wait' policy for students arriving late to lessons.

If you arrive more than 5 minutes late for a lesson, you are marked as 'late' (L). If you are more than 10 minutes late, you are marked as 'very late' (V) and the number of minutes is recorded. Even if you are very late, you must still go to the lesson.

Your tutor will check your punctuality as part of our review process.



## ATTENDANCE & BEHAVIOUR

When you attend your lesson, you must engage with that lesson and behave in a way that allows both you and others to learn. We encourage all international students to mix with home students, and you should not use your home language in lessons. Unless you are in a French or Spanish language lesson, English is the only language you should use while in class. Failure to engage or behave appropriately is unacceptable and will lead to the Concern Process.

You are expected to wear your college identity badge (lanyard) at all time while on the premises. It is important that you remember your lanyard as you will need it for photocopying or for payments in the canteen.

Your tutor will regularly check your progress and behaviour in lessons as part of your weekly tutorial.

## ATTENDANCE, EXAM ENTRIES & PROGRESSION

Students failing to achieve at least 90% attendance in a course may be asked to pay for their own exam entry and registration fees. This is a College policy. If your attendance is low the College may not allow you to progress to the next level or year of your course.

## ACCEPTABLE ABSENCES

We understand that there are sometimes good reasons for an absence and these can be authorised in certain circumstances.

### Some acceptable reasons for absence include:

- Medical appointment that cannot be arranged outside college hours
- A religious holiday
- A university visit for an open day or interview
- A career related appointment or interview
- An appointment with an Itchen College staff member or referred external agency (although you should try to schedule these during free periods)
- A work experience placement which is an integral part of your course and which is approved by a Work Experience Coordinator in Student Services.
- Participating in a significant extracurricular activity not organised by the college such as drama, music, and sport or volunteering. Authorised absence will only be granted where the activity reflects a significant level of personal achievement (for example, taking part in regional or national event) and is a one-off event. If a pattern of frequent participation in such activities is proposed then you need to discuss this with your tutor.
- Participating in an event organised by the college
- Attendance at a funeral
- Severe transport disruption such as a rail strike or road traffic accident.
- A driving test



Requests for time off due to any other exceptional circumstances must be made in writing to the International Manager, Marie-Flore Hodgson at least 14 days in advance.

**Some reasons for absence that are not acceptable:**

- Holidays or short breaks
- Part or full time paid work
- Leisure activities
- Attending football matches or concerts
- Birthdays or similar celebrations
- Shopping
- Driving lessons
- Visiting family members

The college reserves the right to ask for confirmation of the reason for any absence. This may be in the form of a doctors or parents note, depending on the circumstance.

## **EXAMINATION PERIOD**

Students are expect to arrive for all examinations in good time. Please check your examination timetable to ensure you know when and where each exam will take place. You will only be able to enter the examination room if you wear your student ID (lanyard).

We do not offer study leave during examination periods. If you have a morning exam, you must attend any scheduled afternoon lessons as timetabled. If you have an afternoon examination, it is acceptable to miss morning lessons to do final preparations but you **MUST** inform your teachers for timetabled lessons in advance, that you will be absent.

## **CODE OF CONDUCT**

Students at Itchen College are treated like adults. Our expectations are clear and prepare you for employment in the future.