



International Attendance & Behaviour Policy 2023-2024

Attendance is a basic requirement of learning and we expect you to attend all timetabled lessons including tutor periods. As an International student you are expected to comply with the [Itchen College Attendance Policy](#) which can be viewed by clicking the link within the document. Our International Attendance & Behaviour Policy will also apply whilst you are studying with us and this document contains additional information which is specific to our students.

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 and are available on our website 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 must not be booked in term time.
- We record all other absences as unauthorised unless there is a valid reason.

In the International School we carefully monitor all attendance; if your attendance percentage falls below 95% we will be alerted that you are missing valuable lessons. If your attendance falls below 90%, you will begin a support procedure and we reserve the right to contact your agency and/or parents. At 85% we will be seriously concerned because you have entered the country as a student and we have a responsibility to ensure that you attend and engage in lessons. Please be aware that non-attendance that does not improve can lead to exclusion from the College and you returning home. If you are struggling please speak to a staff member so that we can understand how to support you.

Students who are studying under a Student Route Visa are subject to strict attendance requirements under the Immigration Rules. As a responsible Sponsor, Itchen College is aware of its duties, which include reporting you to the Home Office if we believe you are not attending and as such are not a genuine student. This could lead to the withdrawal of your visa and affect future applications to study in the UK. Please speak to us if you are unclear if this point refers to you.

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.

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 or 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)
- Participating in a significant extracurricular activity not organised by the college such as drama, music, and sport or volunteering. Authorised absence is only 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 Operations Manager 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

Long-term students should ensure that they attend all scheduled exam papers.

Short-term students on non-examined programmes should check with their teachers if they need to attend lessons or complete independent work during the examination period.

HOW WE MONITOR ATTENDANCE

Attendance is monitored using the College systems IRIS & PROMONITOR. Teachers will take the register and this will generate a mark on which all your attendance percentages are based. If you are absent, you must inform the College of the reason so this can be recorded.

Attendance Key:

Present Marks: / (Present), L (Late), V (Very Late)

Authorised Absences: A (Authorise Absence), E (Excused on College Business), H (HE interview), T (Work Experience)

Not Required to Attend: U (Transferred), W (Withdrawn), X (Class not held), F (Finished Class), N (Non - Compulsory Tutorial)

Absent: O (Absent), S (Sick), J (Holiday/Unauthorised Absence)

It is your responsibility to regularly check your attendance and let your tutor or teacher know if your attendance is wrong. Remember your overall attendance will be shown on your final report. Do not wait until you leave to tell us that a mark is wrong as it is too late then.

You are here primarily to study so you are expected to attend all lessons in a timely manner or inform us if you cannot, either by ringing the College; emailing your teacher or tutor or informing the International Office by email or WhatsApp. This should be done at the beginning of each day of absence.

It is not acceptable to leave in the middle of a lesson without informing your teacher. It is not acceptable to leave in a break or lunchtime without informing your teacher. Communication is key. We are responsible for you while you are studying with us and if you are not attending a lesson, it must be for a valid reason and we need to know this in advance.

BEHAVIOUR AND CODE OF CONDUCT

Our expectations are clear and prepare you for employment in the future.

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 Support Procedure.

We ask that you 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.

You are expected to spend a significant amount of time in “private study” and to take responsibility for managing your time effectively

We expect all students to show respect to all staff and fellow students. Mutual respect is really important to us at Itchen.

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