



International Attendance & Behaviour Policy

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 \(November 2025\)](#), 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:

- Our expectation is 100% attendance and engagement with your programme of study. Attendance is not optional it is mandatory.
- We regard each individual lesson as a contact point, so absence for a week without justified extenuating circumstances is regarded as 10 consecutive missed contact points.
- If you are unwell, your absence is recorded as 'Sickness'. You must contact the college via this email: absence@itchen.ac.uk 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 have entered the UK as a student and as such you are expected to attend all lessons at the College; engage with what is taught; complete classwork or any homework set; take all

tests and examinations set, whether internal or external. This applies during all teaching weeks up to the last day of the academic year. Term dates are included on all documents sent to you and are available on [our website](#).

- 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 or to meet with family during term time **must not** be booked. Should you continue to do so they will be recorded as unauthorised & we retain the right to issue a warning letter .
- All other absences are recorded as unauthorised unless there is a valid reason.
- If you leave a lesson early such as at break time and do not return you will be marked absent with a 'Q' mark.

In the International School we carefully monitor attendance for all our students. Teachers mark electronic registers and the data is centrally collated to provide your attendance percentages. Your teachers; Tutor; Curriculum Managers; Directors of Curriculum and the International School use this data to ensure you are attending timetabled lessons. **For this reason, it is important that you check your percentages frequently so that any errors are corrected immediately.**

We understand that lack of attendance could be an indicator that you are struggling or need support. We want to help you if you are struggling, so please speak to a staff member so we can understand the issues and provide any support you may require.

The International procedure for monitoring your attendance:

At 95%	We are alerted that you are missing valuable lessons. Be aware that we are monitoring your attendance and may speak to you.
At 90%	You will receive a warning and begin a support procedure. We reserve the right to contact your agency and/or parents. We will monitor your attendance carefully, especially for Student Route Visa holders.
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. If we feel your lack of attendance is not justified, you will be issued a second and final warning. Your agency and or parents would be kept fully informed of this. Attendance at 85% by Student Route Visa holders is likely to be reported to the UKVI Home Office at this stage, unless we have documented extenuating circumstances. Your attendance will be monitored daily and we will contact you if you are absent from a class.
Below 85%	If we can see your continued falling attendance with no sign of improvement and no extenuating circumstances. We will consider excluding you from the College and asking you to return home. Falling attendance less than 85% indicates that you are either not fit to study or that are not a genuine student. Attendance below 85% would be recorded as 'Fail' on any reports issued. If your attendance does not improve and continues to fall after all these warnings & the support we provide, then we would have no choice but to exclude you and ask you to book a return flight home. Student Route Visa holders will be reported to the UKVI Home Office and we will withdraw our sponsorship because we can only assume you are not fit to study or you are not a genuine student.

Please be aware that all students must comply with our International Attendance Policy but we will pay special attention to students sponsored with a Confirmation of Acceptance for Studies (CAS) for a Student Route Visa under the UKVI Point-based immigration route and who are subject to strict attendance requirements under the Immigration Rules. As a responsible sponsor, Itchen College is aware of its duties as outlined in the Student Sponsor Guidance – Document 2: Sponsorship Duties¹, which include reporting you to the Home Office if you are not attending lessons and engaging with your course of study, or we believe you are not fit to study or are not a genuine student. Should we have doubts we reserve the right to make a report to the Home Office at any stage. This may 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.

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.

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<https://assets.publishing.service.gov.uk/media/690b3b0eb04a520c505184c2/Sponsorship+Duties+.pdf> (Section 7. Reporting Changes to Student Circumstances in Version 11/2025).

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.

ABSENCES THAT ARE NOT ACCEPTABLE

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

- Holidays or short breaks
- Visiting family members or friends
- Part- or full-time paid work

- Leisure activities
- Attending football matches or concerts
- Birthdays or similar celebrations
- Shopping
- Driving lessons

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.

Marks are using live data. Overall, 3Wks and Year % are using snapshot data and are one day behind.

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 also 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. We aim to support our students and prepare them for further education and ultimately, 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 whilst in class**.

Failure to engage or behave appropriately is unacceptable and will lead to you being put on the Support Procedure.

We ask that you wear your college identity badge (lanyard) **at all time while on the premises**. This is for your security and the security of others. It is important that you remember your lanyard as you will need it for photocopying.

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.

Where a student has committed an act of serious misconduct or abusive behaviour, their place at Itchen may be withdrawn immediately.

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

