

STUDENT ATTENDANCE POLICY FOR ALL COURSES AT THE INTERNATIONAL COLLEGE

We expect you to attend all classes (both morning and afternoon). Your final grade or attendance certificate may be at risk if you do not have a good attendance record!

1. **Recording Attendance:**
 - a. Your teachers record your attendance each lesson: either Present or Absent.
 - b. Sometimes your absence may be justified but only if you let the office know in advance! Telephone: **+44 1865 517711** or email: IC.Absences@stclares.ac.uk
 - c. The Office Team runs a weekly report on your attendance and contacts you if necessary (see Support framework below).
2. **You are recorded as Absent if:**
 - a. you arrive more than 5 minutes late;
 - b. you do not let the Office Team know why you are absent; or,
 - c. there is no good reason for your absence.
3. **What to do if you have a good reason to be absent?**
 - a. If you are sick, you must go to the College Nurse at 139 Banbury Road, who will inform the Office Team if your absence is justified. If you visit the Doctor, you must provide a medical note.
 - b. If you have a personal emergency, you must provide evidence to the Office Team.
 - c. If you have an important appointment outside college (your embassy, the Home Office, a university 'Open Day' or some other 'good reason'), you must tell Office Team in advance.
4. Our Support Framework. As an 'adult student', we expect you to take full responsibility for your own actions. However, if you are absent without good reason, St Clare's has this support framework to help you:

Step 1: A meeting with your teacher/personal tutor to discuss your problem

Step 2: If there is no improvement, a verbal warning from your teacher/Welfare Officer

Step 3: A formal meeting with the Director of Studies (Report Card issued if necessary)

Step 4: A contact (email or telephone conversation) with your parent / guardian &/or agent

Step 5: Another Report Card if necessary to help you with your attendance

Step 6: A final written warning from the Director of the International College

Step 7: If all this fails, we will ask you to leave the course and accommodation (without a refund of fees). **You have the right to appeal to the Principal.**

Please note:

- If your attendance falls below 80%, you may lose marks/grades or simply not receive a certificate!
- If you are a Visa National, we must inform UK Visas and Immigration if you miss '10 expected contacts'. This means that you may be sent home early and you may find it difficult to get a Visa to enter the UK in the future.