



BCC STUDENT ATTENDANCE POLICY

Bournemouth City College

Victoria Chambers, 27 Fir Vale Road, Bournemouth, BH1 2JN, UK

Tel: 0044-1202 553 876 Mobile: 0044-7879 466983

Email: info@bournemouthcitycollege.com

SUMMARY:

Bournemouth City College (BCC) strives to encourage a regular attendance policy to ensure that our students receive the most from their language courses, encourage students to attend classes on regular basis and so that we comply with statutory requirements on attendance.

This document includes:

- 1) *BCC Student Attendance Policy***
- 2) *Teacher's response to poor attendance (Verbal Warning)***
- 3) *Director of Studies response to poor attendance (1st Written Warning)***
- 4) *Managing Director response to poor attendance (2nd Written Warning)***
- 5) *Expulsion process***
- 6) *Lateness Policy***
- 7) *Authorized absence***
- 8) *Attachments***

All BCC employees must follow the procedures and steps set out in this document to ensure that the consistency is followed by all members of BCC.

This policy is reviewed and amended due to business needs and requirements on regular basis.

Policy created: 1 July 2019

Policy review: 1 July 2020

BCC STUDENT ATTENDANCE POLICY

BCC Attendance Policy aims to provide general information to BCC staff with clear and detailed information on how to deal with student attendance problems. BCC aims to provide high quality language courses, for all students who want to learn a new language effectively. Effectiveness of education is a key only when students attend all classes on a regular basis. To maintain the high standards of our courses can only be achieved through the good BCC reputation in the high quality of courses provided. If students miss lessons, learning outcomes will not be met and this will have direct implications for the student's education.

During the first welcome meeting, on the first day at school, the Managing Director will explain to students the importance of continuity of the learning process and attendance expectations from BCC. The consequences of unsatisfactory attendance, including late arrivals for classes will be explained at the same time. BCC has an obligation to keep and monitor the attendance and absence of all international students for visa requirement purposes.

TEACHER'S RESPONSE TO POOR ATTENDANCE (1st verbal warning)

Student attendance is recorded in the daily student attendance sheet. The teacher must monitor the student's attendance and clearly records if a student is present or absent. If a student is absent, there is a requirement to register absence in the student absence sheet and annotate this as an authorized or unauthorized absence together with reasons for the absence, if known.

Standard attendance expectancy is 80%. The teacher must give a 1st verbal warning when a student reaches 20% of absence. The teacher will arrange a meeting with the student, if possible due to circumstances, and requests an explanation for the reason from the student and in the case of prolonged illness of more than 2 days, a doctor's certificate, and if that is not forthcoming the teacher will verbally warn the student.

The verbal warning will consist of orally notifying the student that his/her attendance is unacceptable and that their attendance records are going to be reported to the Director of Studies if anymore lessons are missed in the following week. (attachment)

DIRECTOR OF STUDIES 'RESPONSE TO POOR ATTENDANCE (1st written warning)

The student's attendance will be monitored the following week. If after the verbal warning the student has any further absence, without satisfactory explanation, the Director of Studies will issue a first written warning letter to the student. (attachment)

MANAGING DIRECTOR RESPONSE TO POOR ATTENDANCE (2nd written warning)

In the case of any further absence from the student, after the written warning from the Director of Studies, the Managing Director will send a copy of the student's attendance to their sponsor or agent. If the student is in the UK under UK Immigration Law, a copy of the attendance record will be sent to the UK Visa and Immigration and BCC will await their decision with regards to any further action being taken. If either the sponsor or agent or UK Visa and Immigration, demand expulsion, the normal expulsion process will be followed.

EXPULSION PROCESS

Expulsion is permanent exclusion of the student from the language course at BCC.

The Managing Director together with Director of Studies should follow the process:

1. INFORM AGENT, SPONSOR

Providing copies of the student's attendance record, the Managing Director will issue a letter to confirm the expulsion of the student from the language course, and will issue a letter to the agent, sponsor with the reason of expulsion. If the student is to be expelled from BCC, he/she will be responsible for any loss of course fees.

2. INFORM UK VISA AND IMMIGRATION

Providing copies of student's attendance record, the letter to the UK Visa and Immigration will be issued with an explanation of the reasons for expulsion of the student from the BCC course. From the expulsion date, the student will not be covered by BCC as a language course provider for the student's immigration status purposes.

3. MAINTAIN RECORDS

BCC will maintain all the relevant records of student's attendance, records of meetings with the Director of Studies and the classroom teacher and a copy of the warning letter addressed to the student.

LATENESS POLICY

BCC Lateness Policy will allow students to be **10 minutes late**.

If a student is late 10 minutes, he/she will knock on the door of the classroom and ask if it is ok to enter and continue with the lesson. If there is a valid reason for the late arrival, the classroom teacher will allow the student to join the lesson.

If the student is more than 10 minutes late, he/she will have to wait to the end of the lesson and then join the rest of the lessons for the day. The reason for this is disturbance, which the late arrival causes to the other students.

AUTHORIZED ABSENCE

There are some circumstances when a student is not able to attend the lessons. BCC recognizes that students may have unforeseen circumstances from time to time. This could be for illness, sickness or family bereavement.

In this circumstance, the student must acknowledge the Office Manager as soon as the situation occurs and arrange a meeting with the Director of Studies to discuss further steps in the language course and arrangement to continue with the programme.

In the case of illness or sickness, the student must acknowledge the Office Manager about the illness. BCC allows student to take up to 2 days off and recover. If the illness is prolonged, the student must provide evidence of absence, in most cases a "Doctor's Certificate" is issued and the student must provide the certificate to BCC.

BCC will try to arrange support to students with an authorized absence and will provide students with materials for the missing lessons for the purposes of self-study.



Attachment 1:

First Written Warning Letter

Student name

Student Address

Date:

Dear _____,

We spoke with you on To inform you that your attendance at lessons has been below the minimum level required for a person studying in the United Kingdom on a student visa.

You were unable to give us a satisfactory explanation and we are therefore handling or posting you this first warning letter.

UK Visa and Immigration requires Bournemouth City College to keep accurate records of attendance, report this to them.

We hope that your attendance will now improve and make it unnecessary for us to take any further action.

If you have any valid reasons for absence in the future, please let us know immediately, so that we may take these into account before proceeding further.

Yours sincerely,

Victoria Chambers, 27 Fir Vale Road, Bournemouth, BH1 2JN, UK

Tel: 0044-1202 553 876

Mobile: 0044-7879 466 983

www.bournemouthcitycollege.com

email: info@bournemouthcitycollege.com



Sharing Knowledge ... Developing Excellence

Attachment 2:

Second Written Warning Letter

Student name

Student Address

Date:

Dear _____,

On we spoke to you about your poor attendance record. At the time we also gave you a first warning letter and advised you that we were obliged to report poor attendance to UK Visa and Immigration.

Unfortunately, your attendance has not improved, and we have therefore spoken to you today and are handling or posting you this **second and final warning letter**.

Unless we see some immediate improvement in your attendance, we will have no alternative than to report your case to UK Visa and Immigration. This would almost certainly result in your immediate deportation from the United Kingdom.

This final warning is the last time Bournemouth City College will address you on the matter of your attendance. Be assured that if your attendance does not improve dramatically from today's date, BCC will take immediate action.

Yours sincerely,

Victoria Chambers, 27 Fir Vale Road, Bournemouth, BH1 2JN, UK

Tel: 0044-1202 553 876

Mobile: 0044-7879 466 983

www.bournemouthcitycollege.com

email: info@bournemouthcitycollege.com

Attachment 3: Letter to UK Visa and Immigration – attendance

UK Visa and immigration Address

Date:

Dear Sir or Madam,

Re: Our student(name and title)

Passport Number:

Address in the UK:

Telephone Number:

The above student has had a consistent record of poor attendance for classes at Bournemouth City College.

From the attached copies, you will see that we have given the student verbal and two written warnings. These have resulted in no improvement. We have excluded this student as of today and forwarded an expulsion letter.

We are therefore obliged to report the matter to you for appropriate action.

Should you require any additional information, please do not hesitate to contact us.

Yours Faithfully,

Victoria Chambers, 27 Fir Vale Road, Bournemouth, BH1 2JN, UK

Tel: 0044-1202 553 876

Mobile: 0044-7879 466 983

www.bournemouthcitycollege.com

email: info@bournemouthcitycollege.com

Attachment 4:

Expulsion Letter – poor attendance

Student Name and Address

Date:

Dear (student name and title)

Despite previous verbal and written warnings, your attendance has still not improved.

We therefore expel you from the school with immediate effect.

Please do not attend the Bournemouth City College premises again, other than by prior arrangement to collect any personal items that you may have left at school.

As previously stated, you will not be entitled to any refund of course fees.

Yours sincerely,

Victoria Chambers, 27 Fir Vale Road, Bournemouth, BH1 2JN, UK

Tel: 0044-1202 553 876

Mobile: 0044-7879 466 983

www.bournemouthcitycollege.com

email: info@bournemouthcitycollege.com