

Student Attendance Policy

Why is attendance so important?

There are three main reasons that you must ensure your attendance rate is 100%. The first is that the International Foundation Programme is very challenging, and you cannot afford to miss any input from your teachers. If you do miss classes, there may not be an opportunity to catch up and you will fall behind.

Secondly, students who have 100% attendance generally attain better grades in coursework and exams. Many universities require proof that you have achieved a specific grade that is greater than a pass. Therefore, if you want to attend the university of your choice, you should attend every class.

Finally, attending **all aspects** of the course on time are part of your visa requirements. These are referred to as 'touchpoints' and include attending classes and tutorial, submitting assignments and replying to important emails. If you are absent and continue to ignore these requirements, SCL International College have an obligation to inform the UK Visa and Immigration department.

What should I do if I am unable to come to class?

We understand that in certain circumstances, you may not be able to attend. This might be due to an illness, personal issue, or an important appointment. In all such cases you must contact two people: The Academic Manager **Paul Clarke**, and the Student Services Manager, **Denisa Sava**. Please inform us with at least **1 days' notice** regarding any appointments that might interfere with your timetable.

If you are unwell on the morning of class, you should inform us at **least 1 hour before** class is due to start with a reason for your absence. You can contact us by phone or email using the contact details provided in the induction. If you adhere to these to these procedures, your absence will be recorded as 'authorised' and will not affect your attendance record.

What if I am sick for a longer period?

If you are absent due to illness for **longer than 7 days**, you will be required to obtain a letter from your doctor and send a copy of the letter to the Academic Manager and Student Services Manager **on or before the first day of your return** to the school. These will then be recorded as explained absences and will not affect your attendance record.

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Attendance Policy Process

If you do not follow the school procedures above, any absence will be recorded as 'unauthorised'. Each unauthorised absence will affect your attendance rate until the school is forced to take the following disciplinary action.

1. Verbal Warning

If your attendance rate **falls below 80%**, you will be invited to a meeting with the Programme Coordinator where you will receive a verbal warning.

You must have **full attendance** until your attendance rate returns to **above 80%**.

2. First Warning Letter

If your attendance does not improve, you will be invited to another meeting and you will receive your first warning letter. We will send a copy of this letter to your parent, guardian, or sponsor.

Again, you must have full attendance until your attendance rate returns to above 90%.

3. Final Warning Letter

If you have still not **achieved 100% attendance after you received your first warning letter**, you will receive your final warning letter. As before, we will forward this letter to your parent, guardian, or sponsor.

4. Expulsion Letter

If your attendance **remains under 80%**, then you will be invited to a meeting with the Programme Coordinator and School Director to receive your expulsion letter.

Please note that any verbal warnings and letters will stay on your SCL International College record.

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Punctuality

Out of courtesy to tutors and fellow students, you are expected to arrive punctually for teaching sessions, tutorials and arranged meetings.

Students who **arrive more than 20 minutes late** to a class, will be recorded as absent (unauthorised). Teachers also have the authority (at their discretion) to refuse entry to students who arrive more than 20 minutes late. Students should also be aware that it will be difficult to write a favourable UCAS reference if they are not attending on time. Final transcripts will also include a detailed attendance and punctuality report for each module, which will be shared with universities at their request.

Last Reviewed: June 2023 by Paul Clarke

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