



Harrow House & Oldfeld Student Attendance Policy



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Parties Responsible: Directors and Management team.

Linked Policies: Safeguarding, Health & Safety, Student Behaviour, Equal Opportunities, Junior Signing Out, RMFHC, Data Protection

Students are expected to attend **all** their lessons. This includes English, Sports and Leisure lessons etc. There are only two reasons for acceptable absence:

1. Illness - In cases of illness the student must visit the Matron who will assess the situation and decide on the most suitable course of action. Students in a Homestay must ensure the hosts inform the College should they need to stay home.
2. Sanctioned holidays – Adult and International Academic Semester (IASP) students may take time off to go on holiday or short breaks. Any such students must complete a form (attached), which can be collected from the Staff Room. They must complete this form for each period they are away. Students under 18 must also obtain written permission from their parents before they leave. In addition, group leaders may choose to take their students to a local place of interest, or parents / guardians who visit during a student's course may take them off site for a short time.
3. All Students are informed of these rules in written form in the Student Guidelines in their Welcome Pack and orally and visually during their PowerPoint Welcome Presentation at the College.

Monitoring Attendance

The following procedure applies for the high season:

1. English and sports teachers take the register at the beginning of each lesson.
2. The Attendance Team patrol all classes and sports stations to gather information on any absentees.
3. The Attendance Team record the absence and locate the students.
4. The students are returned to class or taken to the Matron as appropriate.
5. Records are kept by the Attendance Team which are put onto the CLASS database by the Academic Team.
6. The Attendance Team register any repeat offenders and discuss them with the Director of Studies or with the College Manager, and the students are disciplined if necessary.
7. Discipline follows the normal procedure. Persistent offenders will receive a verbal warning, a first written warning and then a final warning. Further unexplained absenteeism will result in expulsion. Students may be reported to Immigration and the Home Office. All records of warnings or disciplinary actions are recorded on CLASS under the student's name. Copies of the discipline documentation are kept in a central location. The Partner or parent is kept informed of every stage of the procedure. In the case of any students where there is a group leader, they will also be involved in monitoring the situation.

The following procedure applies for the low season:

1. English and sports teachers take the register at the beginning of each lesson.
2. The teacher must report any absentees to the Director of Studies or College Manager as soon as possible.
3. A senior staff member is appointed to locate the missing student(s) and they are returned to class or taken to the Matron as appropriate.
4. In most cases there is a group leader at this time who will also be involved in monitoring the situation and may report the absence or locate the student.
5. Records are kept by the class teachers and put onto the CLASS database by the Receptionist.
6. The class teachers register and report any repeat offenders and discuss them with the Director of Studies or with the College Manager, the students are disciplined if necessary.
7. Discipline follows the normal procedure. Persistent offenders will receive a verbal warning, a first written warning and then a final warning. Further unexplained absenteeism will result in expulsion. Students may be reported to Immigration and the Home Office. All records of warnings or disciplinary actions are recorded on CLASS under the student's name.

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Copies of the documentation are kept in a central location. The Partner or parent is kept informed of every stage of the procedure.

Adult Holiday / Excursion Permission

Name..... Age.....

Class number..... Bedroom.....

When are you going?..... When are you coming back?.....

When will you be back in English lessons?.....

Where are you going?.....

Who organised the excursion?.....

Mobile phone number.....

Tell the following teachers when you will be absent and ask them to sign the appropriate box. You must return the completed form to the Academic Office.

Teacher	Signature
First English teacher	
Second English teacher	
Residential office / Host Family (after you have signed the holiday book)	
Main Office	
Academic Office	

If you are under 18, we must have **written permission** from your parents before you leave for your holiday.

Permission received

I understand that it is my responsibility to make up any work I have missed due to this excursion.

Signature..... Date.....

IASP Holiday/ Excursion Permission

Name _____ Age _____

Class number _____ Bedroom _____

Complete this section before you make any bookings:

<p>What do you plan to do? Give details of who will organise the trip, who you are going with, where you are going, where you will stay etc.</p>
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Passed by _____

Complete this section after your trip has been authorised and you have made the bookings:

When are you going? Date _____ Time _____

When are you coming back? Date _____ Time _____

Mobile phone number _____

Tell the following when you will be absent and ask them to sign the appropriate box. You must return the completed form to the Main Office.

Department	Signature
Academic Office	
Main Office	
Residential office / Host Family (after you have signed the holiday book)	

As you are under 18, we must have **written permission** from your parents before you leave for your holiday.

Permission received

I understand that it is my responsibility to make up any work I have missed due to this excursion. I understand I am not entitled to any refunds for classes, meals or activities missed.

Signature _____ Date _____

Authorisation to take a junior student off-site

This is to confirm that I [Name of person collecting student] _____ will take full responsibility for my:- [Please tick relevant box or state relationship]

Daughter Son Niece Nephew Other? _____

Named – [Student Name] _____

From – [Date] - __/__/__ [Time] - _____ Until – [Date] - __/__/__ [Time] - _____

we are going to _____

We will return to the College / Host Family by _____ at the latest. I will notify the College of any changes to the above.

I understand that by choosing to leave the College for this period that any meals or lessons missed, both sport and English, cannot be taken at other times – nor can they be refunded.

Authorisation to take a junior student home early

This is to confirm that I [Name of person collecting student] _____ will take full responsibility for my:- [Please tick relevant box or state relationship]

Daughter Son Niece Nephew Other? _____

Named – [Student Name] _____

Departing College On – [Date] - __/__/__ [Time] - _____ we are going home earlier than booked.

I understand that by choosing to leave the College prior to the original booking date, that any meals or lessons missed, both sport and English, cannot be refunded.

Signed _____ Print Name _____

Date _____ Mobile Number _____

Harrow House Use Only :-

Identification Type (Passport/Driving Licence): _____

Identification Number (i.e. Passport No): _____

Identification Seen by (Name & Signature): _____