

## Attendance Policy

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*'College' refers to Bristol International College; 'parents' refers to parents, guardians and carers.*

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## **1. Aims**

At Bristol International College lesson attendance is taken seriously, as significant absence will have a direct impact on students' academic performance. An electronic register of student attendance is taken at the beginning of each lesson and any student absence is duly noted. This information is collated and forwarded electronically by the MIS ManageBac to the Director of Studies and to the Principal on a daily basis, who have responsibility for monitoring attendance.

## **2. Management of poor attendance**

If attendance becomes irregular (below 95%) the following process will commence:

### **2.1. Level 1 attendance communication:**

Where a student's attendance falls below the expected level, the student will be notified of the concern and will be asked to discuss their attendance with his/her tutor and the Director of Studies.

### **2.2. Level 2 attendance meeting:**

Failure to respond to the above or to improve attendance will result in a meeting with the Principal. Parents will be notified and where appropriate, a Skype meeting between the student, the Principal and his/her parents will be arranged.

### **2.3. Level 3 attendance contract and meeting:**

Failure to respond to Level 2 meetings in terms of improving attendance or continued failure to co-operate with the day to day monitoring of attendance will result in the use of an "Attendance Contract" issued by the Principal. The contract will run for a half term and the student will be required to report weekly to the Principal to check progress. Parents will be notified and another Skype meeting may be arranged.

### **2.4. Level 4 attendance contract:**

Ongoing attendance concerns will be monitored by the Director of Studies and the tutor. Continued poor attendance may lead to recommendation for withdrawal from the programme of study. Parents will be contacted to discuss the most appropriate course of action.

### **2.5. Student illness**

In cases where illness is the cause of absence, the student will receive additional teaching/support sessions to ensure that he/she does not fall behind with his/her academic work. Significant absence through illness may result in the recommendation for the student to be withdrawn from the programme of study. Cases will be dealt with by the Principal on an individual basis, with the full involvement of parents.

### **2.6. Fee return and refunds**

The parent contract, signed upon admission into the College, sets out clear parameters for the refunding of fees.