



ETC International College

Attendance Policy

October 2024

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1.0 Scope and Purpose:

- 1.1 This policy applies to all students studying a further or higher education course at ETC International College (ETC).

2.0 Definitions

- 2.1 **Acceptable level (of attendance):** a level of attendance acceptable to the college, taking into account the individual student's situation, requirements of the awarding body and visa requirements. Attendance should not drop below a minimum of 80%.

3.0 Responsibilities

- 3.1 All teachers are responsible for recording attendance at the beginning of each lesson.
- 3.2 It is the responsibility of the student to notify the College of reasons for any unauthorised absences. See 5.0.
- 3.3 The Academic Support Officer is responsible for checking attendance percentages on a fortnightly basis.
- 3.4 The Admissions Manager is responsible for notifying the UKVI (UK Visas and Immigration) of low attendance.
- 3.5 It is the responsibility of the Heads of Departments to send all warning letters to appropriate third parties, i.e. sponsors. See 9.3
- 3.6 All academic staff are responsible for upholding the Attendance Procedure and encouraging good attendance.

4.0 Attendance

- 4.1 Students should aim to attend 100% of classes, at the very least 95% of classes. In persistent cases of low attendance, below the acceptable level of timetabled hours, the Home Office, the student's Embassy and / or Sponsor and / or parents (if the student is aged under 18) may be notified as appropriate and students may be asked to leave ETC. The Attendance Procedure will be followed.
- 4.2 Students with a Tier 4 visa must study at least 15 hours per week to adhere to their visa requirements.
- 4.3 All students are notified of the Attendance Procedure upon registration. It is included in their handbook, the student induction and is uploaded to the student portal.
- 4.4 Teachers record attendance at the beginning of every lesson.
- 4.5 The register must be taken within the first 5 minutes of the lesson. Students are expected to arrive on time. If a student is 5 minutes late to class, they are marked as absent for that class.
- 4.6 If a student under the age of 18 is absent, academic management is notified immediately and the student is contacted.
- 4.7 Students following online lessons must have their webcam on and be present on-screen. Any student without a webcam on will be marked absent for that lesson.
- 4.8 Allowances will be made for technical issues when attending online classes. If persistent issues occur, the Attendance Procedure will be triggered.
- 4.9 Overall attendance is checked every 2 weeks for all students.
- 4.10 If overall attendance drops below the acceptable level, the Attendance Procedure is triggered.
- 4.11 Attendance is a standing item on agendas for FEHE Team Meetings and FEHE Academic Management Meetings.

5.0 Notification of Absence

- 5.1 Students must notify their teacher or Head of Department any morning that they will be absent or late. This should be done by 8:30am or as soon as possible, by emailing the Academic Support Officer: academicsupport@etc-inter.net
- 5.2 Students must provide their student ID number, title of their course and the reason they are absent.
- 5.3 All medical absences must be approved by the College or the student's sponsor.

6.0 Holidays

- 6.1.1 Students are only allowed to take holidays (apart from official UK public holidays) if:
 - Their course is of more than 18 weeks' duration; and
 - They have already completed a minimum of 12 weeks' study; and
 - They booked their holidays when they enrolled; and
 - Their holidays are taken in accordance with the dates specified in their Letter of Acceptance.

- 6.1.2 Students who are sponsored under the Tier 4 visa system cannot take holidays unless they were requested at the time of their booking (and are accepted by the Home Office).
- 6.1.3 Students who take holidays will lose that part of their course affected; no refunds or extensions will be given and their absence from lessons will be shown on the class register.
- 6.1.4 Sponsored students must not leave the UK without permission from their sponsor.

7.0 Attendance Warning Procedure

7.1 Stage 1 Letter

- 7.1.1 If a student's overall attendance drops below an acceptable level then they will be given a Stage 1 Warning Letter, issued by the Head of Department. The Stage 1 letter will notify the student of their attendance figures, the next steps in the Attendance Procedure and possible consequences for persistently low attendance.
- 7.1.2 Attendance will be monitored for a further 2 weeks.
- 7.1.3 At the end of the 2 weeks, if the overall attendance reaches above the acceptable level then the student will go back to the start of the procedure.
- 7.1.4 If the overall attendance remains below the acceptable level, but their attendance for the fortnight is within the acceptable level then the student will remain on stage 1 and their attendance will continue to be monitored over fortnightly periods.
- 7.1.5 If the student's fortnightly attendance drops below the acceptable level again, they will receive a Stage 2 Warning Letter.
- 7.1.6 Students may also face consequences or sanctions from their sponsor.

7.2 Stage 2 Letter

- 7.2.1 The Stage 2 letter will notify the student of their attendance figures, the next steps in the Attendance Procedure and possible consequences for persistently low attendance. The student will also be invited to meet with the Head of Department to devise a development plan specific to the individual.
- 7.2.2 Attendance will be monitored for a further 2 weeks.
- 7.2.3 At the end of the 2 weeks, if the overall attendance reaches above the acceptable level then the student will go back to the start of the procedure.
- 7.2.4 If the overall attendance remains below the acceptable level, but their attendance for the fortnight is within the acceptable level then the student will remain on stage 2 and their attendance will continue to be monitored over fortnightly periods.
- 7.2.5 If the student's fortnightly attendance drops below the acceptable level again, they will receive a Stage 3 Warning Letter.

7.2.6 Students may also face consequences or sanctions from their sponsor.

7.3 Stage 3 Letter

- 7.3.1 The Stage 3 letter will notify the student of their attendance figures and possible consequences, which may include unit re-takes, course suspension or termination.
- 7.3.2 Students may also face consequences or sanctions from their sponsor.
- 7.3.3 Once a decision for a consequence has been made, the student will be notified, along with their right to appeal and the Appeals Procedure.
- 7.3.4 No refunds will be made for students expelled from the College.

8.0 Reporting Attendance

- 8.1 Attendance percentages are fed back directly to the students fortnightly.
- 8.2 All Warning Letters are signed by the Head of Department and the student.
- 8.3 Each Warning Letter issued will be sent to the UKVI and the student's sponsor, if applicable. If the student is under the age of 18, the parent / legal guardian of the student will also be notified of the procedure and the warnings issued.

9.0 Associated Documents

- Attendance Procedure
- Appeals Policy

This Version 2 updated Oct 2024 Business Manager Head of FEHE

Next update due Oct 27