

Student Attendance and Lateness Policy

Introduction

Celtic English Academy takes the view that good attendance is essential for students to improve their level of English and progress. It also understands that safeguarding and welfare issues may arise from poor attendance. This policy therefore aims to ensure the safety of our students, especially those who are under 18 years of age and to ensure that our students progress by taking their studies seriously and do not miss any classes without good reason. Celtic English Academy understands that attendance registers are legal documents and are actionable in a court of law. The policies on absences, attendance and the records produced from these registers are vital to proving a student's classroom hours, absences and protecting their right to stay in the UK.

The procedures for ensuring that attendance is recorded and that issues related to low attendance are communicated effectively are outlined below.

Promoting Good Attendance

The importance and benefits of good attendance are communicated to students during their induction presentation on their first day and in the student handbook. Posters displayed in the classrooms reinforce this message as do the Classroom Rules which are displayed in all classrooms.

Responsibilities

Students' Responsibilities

- It is the responsibility of each student to attend their classes.
- If a student arrives late and is not allowed into class, the student should aim to be prepared and to join the class after the break, if the lesson has a break time.
- If a student is unable to attend, they should inform the Academy in advance.
- If a student expects to arrive late for an unexpected reason, the student should inform the Academy by telephoning reception.
- If a student is regularly unable to arrive on time as a result of issues related to childcare, it is the student's responsibility to speak to a member of the Academic Management team to arrange a solution. It is only through an agreement with the AM team, that a student will be allowed late into class on a regular basis. The student will be asked to provide proof of registration at the child's school.
- If a student knows that he/ she will be unavoidably late, they must communicate this to a member of staff at the Academy.
- A student who has recently had low attendance may wish to give the reasons for the absences. If so, it will be the responsibility of teachers, Academic Management or Operations Manager to record the reason in the relevant place.
- It is recommended that a student inform their sponsor or embassy of a specific reason behind a period of absenteeism.

Teachers' Responsibilities

- Teachers are provided with registers for each class and these must be completed for every lesson, within fifteen minutes of the lesson starting. One lesson normally constitutes a 1.5 hour period. If the lesson has a break, then attendance is to be taken for sessions before and after the break.
- Teachers are to mark the register on Google Drive for each student with 'P', if they are present or 'A' if they are absent. No other symbols are to be used.
- Any student who arrives more than 10 minutes late for the morning or afternoon classes, or 5 minutes late for the lunchtime class, should not be allowed into class and will be marked absent for that lesson. Exceptions to this rule are:

- those students who arrive with a dated and timed note from reception staff or an Academy manager explaining the reason for their late arrival;
- those students who have agreed to arrive late on a regular basis as a result of childcare issues. Such students will have a letter with their agreed start time and teachers should allow those students the ten, or five, minutes' grace period allowed to others, from the time noted on the letter, rather than the usual start time of 8:45, 12:30 or 14:15.
- Students under the age of 18 for safeguarding purposes. U18 students should be reminded of the importance of good punctuality by the teacher at the end of the lesson and any safeguarding concerns which arise from this discussion escalated to the safeguarding team.
- If a student is absent for a specific reason, the teacher should make a note of this on the register.
- If a student is not on the register, the teacher should send the student to reception. An exception to this is for new students who arrive in class on Monday with a dated timetable for that class.
- If an under 18 year old student is absent, the teachers are to inform the Reception Staff within the first 15 minutes of the lesson. This can be done using Slack. Attendance warnings will be followed up with their parents or legal guardians if there is no improvement. It is the Academic Management team's responsibility to ensure that class teachers are aware of the policy and that the policy is followed.

Reception Staff Responsibilities

- Reception staff should also record any reasons that a student is absent on the Student Absences spreadsheet.

Academic Management team responsibilities

- It is the AM team's responsibility to complete the electronic record on a weekly basis.
- The AM team are to ensure that class registers are up to date for each class.
- At the end of each week, the AM team record the attendance for each class on Fidelo, the academy's student management database.
- It is the Academic Management team's responsibility to discuss any regular problems a student has with regards to their class time as a result of childcare issues, to agree a possible start time based on the child's school start time and the distance of the academy from Celtic, and to issue a letter for a specific period of time which will be kept in the class folder.

Informing students

- It is the responsibility of the ADoS to warn any students whose attendance fall below 80% and stress the importance of good attendance to ensure that satisfactory progress is made. The ADoS will collate all attendance on a Monday and send warning emails to all students whose attendance fell below 80% in the previous week.
- It is the responsibility of the ADoS to warn any students who persistently arrive late and stress that their attendance percentage may be affected if they continue to do so. This is done through weekly e-mails to relevant students.
- For sponsored students, the DoS or ADoS will inform any sponsors if a student's attendance poses a concern thorough their attendance reports. Sponsored students wanting time off should request this from their embassy supervisor.
- Occasionally a student may query their attendance. In such cases, the Google Drive registers and the teacher may need to be consulted.

Acceptable Absences and Authorised Absences

The school regards an attendance rate of 80% as being the absolute minimum to be deemed satisfactory. Students whose attendance falls below 80% will not be issued with a leaving certificate.

The following reasons for absence are regarded as acceptable, provided that the school is notified on or before the day of absence:

- Medical appointments supported with an appointment letter/ card etc.
- The need to self-isolate after a student has been to self-isolate with proof of need to self-isolate e.g. PCR test email
- A visit to a university with proof
- To attend an official appointment (e.g. at the embassy, the police) with proof.
- Essential travel with proof

The school will treat students who are seriously ill or have a close relative who is seriously ill with compassion and do everything that is reasonable to help students who find themselves in such a situation. In these cases, sponsored students will be encouraged to speak to their supervisor at the embassy to have the absence authorised by their supervisor in the first instance.