

# Attendance and Absence Policy

Rose of York expects students to attend classes regularly and any absence should either be authorised or for illness only, and justified later with a doctor's note.

At Rose of York students are required to attend 80% of their classes, but we understand that sometimes there might be unavoidable absences and will give consideration on a case by case basis. In these circumstances we expect honesty, sincerity and responsibility from the students. Students who are continuously absent without submitting a doctor's note or any other valid reason will not receive a certificate and/or may be asked to leave the school.

- You must inform the school immediately either by phone +44 (0)20 7580 9888 or by email [hello@roseofyork.com](mailto:hello@roseofyork.com) before 9.15am every day if your absence is for fewer than 3 days.
- If you are absent for more than 2 days without contacting us you will receive an email reminding you of Rose of York's attendance rules and requesting a reason for your absence. Students who miss more than 2 days consecutively without contacting us or are continuously absent without a doctor's note will have to speak to the Director of Studies to check that everything is well and to discuss your situation. You will also be warned about your attendance.
- If you are absent through illness for 3 days or more, you must provide a doctor's note and fill out the Authorisation of Absence Form when you come back to school. You can only complete the form for a period of time in the past if you were ill or in case of a very serious emergency.
- The only reasons we will consider Authorised Absence are illness, death of a close relative or partner and visa or UK entry problems. Any other reasons will not be accepted and will not be given any consideration.
- If you are absent for 10 days consecutively without contacting the school, you might be excluded from the school and you will not be entitled to a refund.

If you continue to be absent without contacting the school we will follow the procedure below.

## Procedure

Students whose attendance is below 80% or who are absent for more than 2 days without contacting the school will be asked to meet with the Director of Studies. The procedure is as follows:

1. First meeting – to confirm that we have your correct contact details, discuss your reasons for continued absence, and inform you about the attendance policy. You will have to sign a form to say you understand the information you have been given and that if your attendance does not improve you will have another meeting with the Director of Studies.
2. No change in your attendance - you will receive a verbal warning with a deadline by which you must improve your attendance; you will have to sign a form to confirm that you understand this information.
3. No improvement by the deadline - we will email you with a written warning and you will have to contact the school within 24 hours.
4. No contact from you within 24 hours - you will receive a final written warning by email and you must contact the school immediately.
5. No contact from you immediately - you will be excluded from the school and reported to the Home Office if you hold a student visa. You will not be entitled to a refund.

## Lateness Rule

Students must arrive on time for lessons. Students who are more than 15 minutes late will not be allowed to enter the class, as it is disruptive for the teacher and the other students. Students who are late will have to wait for the next lesson. Students will be marked absent for any part of the lesson they miss and also if they leave more than 15 minutes before the end of the lesson.

To keep up a good attendance (minimum 80%) you can be absent one day per week (on average), or a maximum of 10 days in a term.

## Attendance Rules for Under 18s and vulnerable adults

It is essential that Rose of York takes its responsibilities seriously for the welfare of students under 18, therefore, a set of policies and rules must be followed. All teachers and members of staff are made aware of any student who is under 18, and will consequently provide any special help and attention that is required of them.

**If you are under 18, you are required to report to reception every day when you arrive at school.** If you are going to be late for more than 15 minutes or absent from school, you must inform the school immediately either by phone 0207 5809888 or by email [hello@roseofyork.com](mailto:hello@roseofyork.com). There is an under 18 students list at reception and all under 18 students are marked present on arrival at school. If they haven't arrived a staff member will go to the classroom at the beginning of the lesson to ensure that any under 18 who hasn't reported to reception has arrived safely at school. In the event that any student is not there, they will inform the Designated Safeguarding Lead (DSL) and we will phone the student immediately. If we are unable to contact the student, we will try their homestay/UK guardian. We will also try to contact students through other media, including e-mail and Facebook. If we are unsuccessful, the student's parents will be contacted.

We expect all our staff to share this commitment and behave accordingly. All concerns are passed to our Designated Safeguarding Lead/s (DSL).

**This policy is kept up to date and reviewed annually.**

**Policy reviewed: August 2018**

**Due to be reviewed: August 2019**