

**TIER 4 STUDENT ATTENDANCE MONITORING POLICY**

**PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING  
OF THIS POLICY**

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

**LAST REVIEW DATE**

July 2020

**NEXT REVIEW**

July 2021

## **TIER 4 STUDENT ATTENDANCE MONITORING POLICY**

This policy outlines the monitoring of the attendance of Tier 4 students, as is obliged by our sponsorship agreement with UK Visas and Immigration and in line with our licence of Highly Trusted Status.

This policy should be read in conjunction with the Attendance Policy Summary on the college's website [www.albemarle.org.uk](http://www.albemarle.org.uk)

### **Tier 4 Student Attendance**

Albemarle College is legally required to monitor all Tier 4 sponsored students and to maintain attendance records, reporting non-attendance where necessary.

Students are expected to attend all timetabled lessons, as well as additional study sessions and meetings with Personal Tutor and/or Curriculum Manager.

Where a student is absent due to reasons beyond their control (for example illness, medical appointments, bereavement of a family member or a university open day or course) and the College Administrator is contacted before 9am on each day of absence, this will be classed as an **Authorised Absence**. Documentary evidence may need to be provided (where possible).

An **Unauthorised Absence** is when the College Administrator is not contacted on the day of absence, whether or not the absence is for a genuine reason or not.

Albemarle is committed in its role as an education provider and as a sponsor and therefore the following procedure ensures that in instances where international students are in danger of being reported as non-attending, they are identified, contacted and investigated thoroughly well in advance of exclusion, giving ample opportunity for the situation to be resolved.

#### **1. Induction / Enrolment**

In addition to expected attendance, students must attend Induction Day and be present at the first day of each term. The date of Induction Day is clearly stipulated in all CAS letters issued to students. In exceptional circumstances, and with documentary evidence provided, the college will be prepared to enrol students after the first date of enrolment. However, if a student does not attend Induction Day and does not make contact for one week they will be reported to the UKVI as a non-attender and their sponsorship may be withdrawn.

#### **2. Contact Points**

Albemarle College has to confirm a minimum of 10 contact points, where students are monitored, as part of our Sponsor Licence agreement. A contact point is the equivalent of a school day, during which a student may have between one and six lessons.

For Unauthorised Absences parents, guardian or agent will be contacted by email or text when a student misses a day, or any single lesson within that day.

In cases of non-attendance, where no contact has been made by the student to inform the college of the reasons for their absence (normally after 3 contact points / 3 school days missed) the student.

will be sent a warning letter informing them that they have missed a certain number of sessions and that they must return to college with immediate effect to resume their studies. Any reasons given for prior absence will be recorded and taken into consideration. Please see appendix A

If, after the initial letter is sent, the student continues to be absent and does not make contact with the college, the student will be required to attend an urgent meeting with their Curriculum Manager to discuss their absence. Any reasons given for prior absence will be recorded and taken into consideration. Please see appendix B

At this stage, the student will be expected to continue attending on a full-time basis, as per their timetable, unless an agreed period of absence is confirmed and recorded at the meeting. Documentary evidence (i.e. letter from doctor / hospital) will be required in some cases.

If a student does not attend the meeting and has by this point missed 10 contact points / 10 school days without contacting the college, the student will be reported to UKVI as a non-attender. The reporting will take place within a maximum of 5 working days of the final missed contact point.

At this point sponsorship will be revoked by the college and the student will no longer be considered a student at the college. UKVI is likely to withdraw the student's visa at this point.

The college has in place a number of systems for dealing with attendance and punctuality issues which are applicable to both EU and non-EU students. These are documented in the Attendance Policy Summary on the college's website.

### **3. Deferral of a Course / Completing a Course Early**

Tier 4 sponsored students may choose to defer their studies due to personal or medical reasons. The student must explain their reasons to their Curriculum Manager so that the appropriate action can be taken. The college must report this to UKVI, who will then withdraw the student visa.

The college will support students who decide to defer their course and will normally support them on their return, if the circumstances are appropriate. A new visa will need to be applied for.



If a student elects to finish a course early, this will also be reported to UKVI. The student's sponsorship will then be withdrawn by the college, and the student will be required to return home, as stipulated in the UKVI guidelines.