

Attendance and Punctuality Policy

Reviewed: November 2024

Next review: November 2025

ESBM takes attendance very seriously and has a 100% attendance expectation (excluding any authorized/excused absences). Additionally and in consideration of UKVI requirements, ESBM has set a requirement that for overseas (non-EEA) students on a student visa, must maintain a minimum of 95% attendance record and that failure to do so may result in exclusion from ESBM and reported to UKVI. Overseas (non-EEA) students on a student visa must attend a minimum of 15 hours full-time study plus tutorials and directed study per week.

The ESBM recognises that attendance and punctuality are vital parts of students' experience at the ESBM, ensuring that they benefit fully from the services provided. Progression and continuity are essential and this is why the ESBM aims to encourage the full attendance and good punctuality of students.

Students are responsible for maintaining their attendance and punctuality at the highest possible level. Students are strongly encouraged to:

- Maintain attendance at 95%+
- Inform school of when lateness occurs as soon as possible.
- Inform school of any planned/unexpected absence as soon as possible.

Teachers are responsible for creating an environment within which attendance and punctuality are encouraged, expected and desired. Teachers must:

- Provide a positive role model for attendance and punctuality.
- Ensure class register is completed and returned to Administration to schedule daily.
- Ensure all procedures for absence and lateness are followed correctly.
- Notify Administration if an **Under 18** student is 30 minutes late. Under 18's will be highlighted on class registers.

Administration will:

- Make contact if an **Under 18** students is more than 30 minutes late – first with the student and then, as necessary with the Supervising adult/Guradian.
- In the case of over 18s, Administration will follow-up on absence first informally and then, as necessary escalating to formal intervention by Management (Principal)

In the case of **Under 18s** parents are expected to encourage and ensure their children's punctuality and to act on any problems herein immediately.

Parents of under 18s must:

- Sign all relevant consents on the Under 18 Application form.

- Encourage and ensure their children's punctuality and to act on any problems herein immediately.
- Notify the school as soon as possible of any lateness and provide a valid reason.
- Provide written confirmation that they are aware of the lateness.
- Avoid making non-emergency appointments during school time.

Further information

1. The school must be informed immediately as soon as any absence or lateness can be anticipated; contacting the school office via telephone is appropriate.
2. Where a student is unable to attend a scheduled lesson, no lesson recovery is possible.
3. When a student arrives after 15 minutes of a class starting, they must wait until the first break to enter the class to avoid disruption of other students, unless the teacher and other students otherwise agree to the disruption.
4. All absence and lateness will be recorded on the school management system. Any pattern of absence or lateness will be discussed with the student at an arranged meeting to determine the cause and what the school can do to support the student to attend/be on time.
5. Where a student's attendance level becomes a concern, the following actions will be taken:
 1. Teacher tracks and monitors and updates Management
 2. Admin contact the student enquiring as to reasons for absence.
 3. DoS/Principal interview the student
6. Where a student is sponsored or dependent, policy and procedure will be followed to ensure the ESBM fulfils all requirements given to us by the relevant student embassy and meets all our requirements according to UKVI law.