

# Absence Policy

## Juniors : (Under 18) The Policy for Absence/Lateness/Holiday

### Absence from College

You must go to all lessons.

You must not be absent without permission from Amanda or Phil.

Your homestay host must tell us if you are absent from College or if you are ill.

### Lateness

We record all **lateness into and/or absence from** class on a lesson by lesson basis.

We watch all cases of student lateness and absence carefully.

If you are late or absent without permission this may make trouble for you.

(See

Exclusion Policy)

If you are excluded from a class for lateness, you will be given set written work to do in the Cafeteria by the Management team.

Students on CLAS programmes must attend all activities.

## Adults : (18 and over) The Policy for Absence/Lateness/Holiday

The College must meet strict immigration conditions in connection with your stay with us. We **MUST** tell the UKVI if you do not come to class regularly (for non-EU students). The absolute minimum is 80% attendance.

**Absent from College?** You must attend lessons.

□

If you know in advance that you will be absent from College (e.g. you have to go to your Embassy) you must see the Client Services Manager for permission.

It is your responsibility to call us (01202 555932) before 9.00 am if are sick and cannot attend.. Your teacher also must tell the Academic Management of unexplained or irregular patterns of absence. (Detailed in class registers)

The UKVI will check the attendance and progress of students from outside Europe who are going to be here for more than 6 months. Please note: your attendance is recorded. It is expected that students attend at least 80% of lessons.

In all cases where we think there is a problem, you can expect an interview with a senior staff member to talk about things. If the matter is serious the College

Management will arrange to see you. If you do not improve your attendance , we may exclude you from the College and inform the UKVI .

**THIS IS SERIOUS** See EXCLUSION POLICY

#### ☐ **Late into Class?**

Students are expected to be in class on time. If you are more than 5 minutes late your teacher can refuse to let you into class and then you will have to wait until the next lesson to go to class

If you are often late, you may have to see the Academic Manager.

We carefully watch student lateness and absence and **will report it to UKVI if serious.**

You have a visa. This has conditions. Follow the rules and you will be o.k. Break the rules and the result could be very serious for you.

## **Exclusion Policy**

### **Disruptive students disrupt the progress and learning of the others in the class**

- If an adult student is disruptive in class, the teacher will inform the Principal or Academic Manager or Client Services Manager
- If there is no improvement in the student's behaviour, they will be removed from class in order to ensure the learning of other students in the class can take place
- In extreme cases students may be expelled with no refund if there is no improvement in behaviour
- Under 18 students who are disruptive may be placed outside the classroom for 10 minutes, as long as the teacher can see them
- The Principal or Assistant Director of Studies will be told if a student is disruptive
- Parents will be informed about junior students who are disruptive in class
- If an under 18 student is excluded from class for lateness they will be set written work to do outside the classroom by the Management team.

### **Exclusion Policy - Juniors**

- 1) Your Course Director will speak or write to you to warn you.
- 2) The Client Services Manager will speak or write to you to warn you.
- 3) We will contact your group leader and/or your agent and/or your parents
- 4) The College Management will see you and/or we will tell the appropriate authorities if the situation is serious
- 5) We will exclude you from Richard Language College lessons and activities and send you home at your parents' expense. There will, in such cases, be no refund of fees.

## **Exclusion Policy - Adults**

- 1) You will be given a spoken and/or written warning from a Senior member of Staff
- 2) If serious, we will tell the Management of the College, Agents or Sponsors and/or the appropriate authorities.
- 3) You will be excluded from Richard Language College.

## **Reasons for Exclusion (examples)**

Persistent unexplained absence from class

Disruptive behaviour in the college

Abusive behaviour

Breaking the law: e.g. theft, violent behaviour, carrying knives, misuse of alcohol or drugs.

Failure to pay fees for tuition or accommodation.

Bullying \* (see 'What is Bullying')

### **Please Note:**

In the case of poor attendance by students holding visas, we will inform the United Kingdom Visas and Immigration department of the Home Office who may cancel your visa.

**In the College we value the following: democracy, the rule of law, the freedom of the individual and respect for and tolerance of other beliefs and faiths.**

**Any behaviour which goes against these values will not be tolerated.**

## **What is Bullying?**

Most people think it is hitting or physically hurting somebody smaller and weaker than you.

Yes. This is bullying..

BUT there are other types of bullying.

- say bad things about your classmates

- call them negative names

- text bad things to them / about them

- email bad things to them

- use Facebook, Twitter etc. to say bad things about them.

Anything, in fact, that could hurt someone else who is vulnerable is BULLYING.

**Richard Language College will not tolerate bullying of any type.**

If you feel you are being bullied, please speak to your teacher, or to a member of Reception staff or, if you do not wish to contact these people as the bully may be nearby, tell your host family. and ask them to call us.

If you are bullying someone, please be warned that the College takes this matter extremely seriously and such behaviour will not be tolerated.

Someone is different .. think of what you could learn from that difference whatever it is.

We welcome students from different countries and cultures. We respect everybody from all cultures and strongly believe that the school should be a happy and tolerant place to learn. Students are expected to respect each other and all members of staff, showing tolerance of the differences in culture, belief and outlook. Any abusive behaviour, including harassment, bullying, actual or threatened violence, damage to personal property, and verbal or other abuse is not acceptable.

If you are a student and you are unhappy with the way somebody is behaving towards you or speaking to you, you must tell a member of staff immediately. Students may be expelled from school if they bully other students or staff.

If you are a member of staff, you must report any incidents to the Principal so that action can be taken quickly.

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