

## STUDENT ATTENDANCE POLICY

- Students are expected to attend all classes and activities and registration is taken at regular intervals throughout the day.
- All reports of absence are followed up immediately by the administration staff.
- If a student is absent from school because of illness, the student or the homestay family must inform the office by 08:45 where possible.
- A record will be kept of all absences

### Attendance of students aged under 18 years

- Absence for any other reason than illness requires the written permission of the parents or guardian which must be obtained through the General Office at May Cottage.
- If there are concerns regarding absence, parents/agent will be informed and the school will follow the relevant policy and/or procedure.

### Teenage students aged 14-17 years

- The school has check-in times throughout the day when the students are registered by either the school staff or the homestay. *These times are 09.00 hrs, 11.00 hrs, 13.30 hrs, 18.00 hrs, 22.30 hrs. on weekdays. 09.30 hrs, 18.30 hrs and 22.30 hrs on Saturdays (full day excursion) and times set by the homestay family + 17.30 hrs and 22.30 hrs on Sundays.*
- If a student does not register at any of these times the office/emergency phone is contacted and the absence is followed up immediately by the school staff who work to locate the student.

## REFERRALS TO UK VISAS AND IMMIGRATION

Sidmouth International School is not able to support Tier 4 visas for study in UK. However the school is able to support Short-term Study visas for a stay of up to 11 months.

- If a student who has a Short-term Study visa supported by the school fails to arrive or does not attend the course he/she is enrolled on, it is the school's policy to report the missing student to the Home Office Immigration Enforcement team.
- The Police will also be informed of any adult student with a visa who fails to arrive or attend their course.
- All teachers will report any non-attendance to Wendy Moores (Academic Manager) who will in turn inform the Management Team. If this non-attendance is anything other than illness or an authorised absence, the Management Team will inform the Home Office Immigration Enforcement team
- If a student with a visa is expelled from the school for whatever reason, the Home Office Immigration Enforcement team will be informed.