



# ATTENDANCE & PUNCTUALITY POLICY

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Next Review: July 2025





## **ATTENDANCE & PUNCTUALITY POLICY**

### **Attendance**

It is required of all of our students to attend every class session. All our students are expected to attend 100% of their course. Any absences must be approved by the operations team of the school, and students are required to notify the administration in advance. If you are unable to attend, kindly contact the school by phone at:

Manchester - [info@themcacademy.co.uk](mailto:info@themcacademy.co.uk) - +44 (0)161 236 7575

Liverpool - [liv@themcacademy.co.uk](mailto:liv@themcacademy.co.uk) – +44 (0)151 665 0501

- If a student's final attendance is less than 80%, the school may not be able to provide a certificate to them.

-When cancelling a one-on-one lesson, students are required to offer a full day's notice. If students fail to give a 24-hour notice of their absence, they will be charged for not attending their class.

- If the student's attendance is less than 85%, action will be taken. The following practice is to be implemented if the attendance is below 85%.

#### **Step 1 - Warning email**

The operations staff will send a warning email to the student informing them of our attendance policy if their attendance is between 80-85%.

#### **Step 2 – Pre-Warning email**

The operations staff will send a warning email to the student informing them of our attendance policy if their attendance is less than 80%.

#### **Step 3 - First warning letter**

The operations team will issue the student a first warning letter if their attendance is less than 80%.

#### **Step 4 - Second warning letter**

The Operations team will send the student a second warning letter, copying in the Principal and the Director of Studies (DoS), if their attendance is below 80% and they don't show any progress in three weeks. Additionally, the student's agent or sponsor will be notified. A meeting request with the student is included in this letter. The student will talk with a staff member about ways to increase their attendance. The operations team will attempt to get in touch with the student via phone, email, or mobile if they don't respond.



### **Step 5 - Third warning letter**

The operations team will take the following steps if the student's attendance stays below 80% and doesn't improve within three weeks of the second warning letter being sent:

1. The student, together with their parent, guardian, sponsor, or agent, will receive an email containing a third and final warning letter. There will be an urgent meeting planned.
2. The student will schedule a meeting with the principal or the DoS.

After these steps are completed, the student's attendance will be closely monitored. Following input from the final counselling session, the student's parent, guardian, sponsor, or agent, as well as the School's Principal and DoS, will be kept informed.

### **Step 5 (if applicable)**

If the student does not show up for the last counselling session, the principal, with the help of the operations team, will conduct a full investigation that could result in the student's expulsion from the institution.

### **Students under 18s**

Students under the age of eighteen are subject to the same attendance regulations as those who are over eighteen. For the protection of U18 students enrolled in face-to-face classes, further safeguarding procedures are in place.

The "Under 18 Absence Tracker" lists all students under the age of 18, enabling the operations team to keep a closer observing on them.

Upon entering the school, students under the age of eighteen must sign in. Teachers will immediately report any absences of Under 18s to the Compliance officer. When a student is not present, the operations team will use the following process to check on their wellbeing:

1. Give the student a call or email.
2. Speak with the UK host family or guardian
3. Continue calling if you don't hear back.
4. Within two hours, give the parents a call or send them an email.
5. If there are no updates by 4 PM, notify the authorities.

### **Planned (authorised) and unplanned absences**

The following details are meant to serve as a reference for staff and students regarding the standard classification of absences. Please be aware that each case will be evaluated on its own merits and that the lists below are not all-inclusive. Every request for a permitted absence is closely monitored by the school. The necessary documentation (a doctor's note, airline tickets, appointment confirmations, etc.) must be shown to support these demands. The school's receptionist must receive such proof, and a copy will be taken for our files. The operations team will process the copy and maintain its confidentiality. As an alternative, students can provide digital copies of the cited proof. If there is any reason to suspect their legitimacy, we will let the student know to provide us the real document as soon as possible.



Authorised absences are entered into our attendance system as "authorised" absences, which indicate that the student is absent but that it has no bearing on their attendance grade.

An approved absence could be granted for the following reasons:

- Medical appointments that couldn't be scheduled outside of school hours
- Attendance at a close family member's wedding or death
- Severe travel disruption that prevents students from using public transport to get to the school
- An appointment with a lawyer or a request to attend a meeting or event (like biometric enrolment) made by the authorities
- Genuine family crises
- Religious holidays
- Illness (as certified by a physician)

The following will not be accepted as justifications for leave of absence authorization.

- Term-time holidays
- Work-related events
- Leisure activities
- Holidays or celebrations with family
- Watching infants
- Driving lessons

### **Holidays**

For every twelve weeks that a course is scheduled, students are entitled to one week of holiday (Monday to Friday). Requests need to fulfil the following requirements:

- At least three working days before to the start of the holiday, requests must be made.
- The request must cover a week that ends on Friday and begins on Monday.
- The student must provide a valid justification for their need for time off if the reservation is made for fewer than 12 weeks or if the holiday falls outside of the regular Monday through Friday schedule.
- A low enough attendance rate is sufficient justification for rejecting a holiday.

A holiday letter will be attached as a PDF document if it is accepted. If a course extension is approved, the confirmation letter will also contain this information and a reminder to get in touch with the Accommodation Officer if housing has been reserved through our school.

The student's name won't appear on the register once the permitted holiday has been entered into the system; therefore, it won't have an impact on their attendance.

If it is rejected, the email will include a reasoned rationale. The student can visit the Compliance Office or send an email in response if more discussion is required.

### **Lateness**

It is required of every student to arrive on time for all of their scheduled classes. Our school views unpunctuality as a significant infraction that disrespects teachers and other students as well as interfering with academic achievement. We have several policies and procedures in



place to make sure that our students have the resources they need to prevent being late for class for all of these reasons.

- Students may not be permitted to attend class if they arrive to their main classes more than fifteen minutes late.
- If students arrive at their skills classes more than five minutes late, they could not be permitted to attend.
- Students may not be permitted to enter class if they return from break more than five minutes late.
- Students who have been granted permission to miss class may arrive late. One of the academic or operations team members should go with them to the class.