



Student Attendance Policy

Purpose

To promote high and consistent attendance at school as this is critical to a student's success and the achievement of their learning goals.

EF ensures that the reporting procedures fulfil all duty of care obligations and sponsors/parents are notified, where appropriate, if attendance lapses. EF also ensures that the monitoring of student attendance and the reporting procedures relating to the student's non-attendance, are fully compliant with the UK and Irish immigration regulations.

This policy is included:

- On the website
- In the school information received by students on the EF Campus Connect App
- On staff noticeboards
- In the teacher handbook which each teacher receives at induction

Objectives

- To make student attendance and punctuality requirements clear to all
- To develop a systematic approach to recording and following up on attendance
- To praise good attendance
- To acknowledge students who successfully improve attendance in school

General Requirements & Procedures

At induction students are reminded of the school's attendance requirements, as outlined in EF Campus Connect.

Students are marked as absent if they are not in class. There is a minimum attendance requirement of 80% for all adult students, allowing absence for sickness, school trips etc. Minors are required to attend 100% of classes.

General attendance is checked every week by the Academic department and if a student falls below the required minimum of 80% a series of warnings is initiated:

1. 1st warning letter sent and sales office informed
2. 2nd warning letter sent with appointment to see Director of Studies/ other Senior Manager and sales office/sponsor informed
3. 3rd warning letter sent with appointment to see School Director and sales office/sponsor informed
4. If problems persist, the student may be required to leave the school

Students who do not meet this policy's minimum attendance requirements will not be entitled to receive an EF final course report.

Sickness

If a student is ill, they should inform the school and visit a medical doctor and get a medical note to be verified and recorded. Students who report sickness will be recorded as absent, even with the provision of a medical note. However recorded sickness absence can be taken into account when

considered any further action in the event of overall attendance failing to meet the school's minimum requirements.

Holidays

If a student wants a holiday, they should inform Customer Support staff. Those requiring parental permission to travel will be required to provide evidence of travel such as tickets etc. Under 18s will not be given permission to be travel on school days except in special circumstances.

If APP students wish to take holiday outside the scheduled course holiday dates, such as for religious reasons or family visits/events, this can be authorised and must be logged. However, they will not be able to make up missed lessons or change their course dates to accommodate this additional holiday, and overall attendance rate will be affected. They may also wish to break studies for reasons such as medical procedures, bereavement etc, in which case options to postpone studies can be discussed with school and sales staff.

Under 18s

Students aged under 18 are checked for attendance at the start of their first lesson of the day and may additionally be required to sign-in on a document kept at reception before the start of their first lesson. Students who are not in school are contacted as soon as possible to find out the reason for their absence. If the student cannot be contacted, their host is contacted to see if they know of a reason for the student absence. If contact cannot be made initially with either the student or the host, staff will continue to attempt to make contact throughout the day. If no contact has been made within 4 hours, or by 4pm (whichever is sooner), police will be notified via the non-emergency number as per EF's Missing Student and Safeguarding Policies.

Punctuality

Teachers input attendance via the EF Attendance App within the first 10 minutes of each lesson block. Teachers must start lessons on time and not wait for latecomers. If required, an adjustment in attendance can be done later in the week through Campus Core. Attendance is automatically transmitted to the online system and is clearly visible to both the academic and welfare responsible staff 10 minutes after the start of each lesson.

EF Community Standards state that students who are more than 10 minutes late for class will not be allowed to enter and will be marked absent from the lesson. However whilst under 18s will be marked absent, they will be allowed to remain in class.

Adult student absence

Systems are in place for easy and clear monitoring of 3-day absence of adult students. On the 3rd consecutive day of absence, the nominated dept will be notified and will follow the procedure below and log all responses:

- make direct contact with the student
- check with accommodation provider
- contact with sponsors/parents (normally via sales office)
- notify police of a missing person within 24 hours of notifying parents if the student has not made contact

UK sponsored student visas

In cases of unauthorised absence, for example if the student does not return from a break or does not provide a satisfactory reason for absence, after 10 consecutive days of absence, a decision will be made about whether sponsorship for a **student visa** should be withdrawn and reported on the UKVI Sponsor Management System (UK students). This decision will be made in consultation with School Director and/or Director of Accreditation & Compliance.

Irish attendance reporting

EF Dublin will email weekly attendance for all visa national students on courses of more than 12 weeks duration to immigrationsupport@justice.ie. For other students, an appropriate course of action will be agreed with the sales office/sponsors.

Arrival day

All under 18s should be accounted for on their expected day of arrival. Transfer companies must be instructed to inform schools of any under 18 not being collected as pre-arranged. If any under 18 has not arrived in their accommodation within 3-4 hours of their expected arrival time, the following procedure must be implemented by staff on EF Emergency Phone duty:

1. Check with transfer company/transfer staff
2. Check with airport/arrival port
3. Inform School Director / Senior Manager
4. Inform parents via EF sales office
5. If no contact can be made within the next hour, inform police via the non-emergency police line
6. Maintain contact with sales office until student has been located

If students have booked extra nights prior to their course start date, then Customer Support/ staff on EF Emergency Phone duty should follow the same procedure as above. For over 18s, the same checks should take place and police will be notified if the student's whereabouts cannot be established through contact with their family within 24 hours after the expected arrival time or if there are any specific welfare concerns.

Internships (Dublin only)

All internship students must have attendance monitored by school staff whilst on their placement. Students on internship placements must be monitored on a weekly basis by the Internship Coordinator and logged accordingly. Students undertaking an internship as part of their course should be allocated to an Internship Class for the period of their placement in Atlantis. Attendance will be monitored weekly by the Internship Coordinator and data entered accordingly into the class in the database.

Students aged under 16 years old

100% attendance is required for all students on ISS junior courses. Any absence will be followed up immediately and escalated to a senior manager or the school's Designated Safeguarding Lead, who will notify police via the non-emergency police line within 2 hours of each expected contact if the under 16's whereabouts has not been established. Junior attendance at mealtimes and activities will also be monitored closely and absences followed up immediately.

Remote learning

In the event of classes being moved online, students are expected to attend in the normal way as per this policy. They are informed of this in the EF Online Code of Conduct.

Absence for religious observance

Students who request authorised absence for reasons of religious observance must provide a satisfactory reason for the absence together with evidence. At the School Director's discretion, they must be marked as *absent* on the day for reasons of safety, but attendance can be adjusted to be marked as 'excused' after the day along with a note on the student's record with an explanation of reason for absence. We are only able to accommodate the needs of students if their requirement for particular religious observance is strict and the School Director is confident that the day is exclusively set aside for that observance by the relevant religious body.

Document revision & review history

Version	Author	Revision	Date
2019.1	Ruth Chambers	Added junior info	Oct 19
2020.1	Ruth Chambers	Added reference to remote learning	Dec 20
2021.1	Ruth Chambers	Time frames for reporting absent students reviewed	Nov 21
2022.1	Ruth Chambers	Added Dublin weekly email requirement Added note that teachers need to start lessons on time Added that U18 latecomers should be allowed into class	Jan 23
2024	Ruth Chambers	N/A	Jan 24
2025	Ruth Chambers	Attendance for UP students updated to 80% (from 90%) Added new section for absence due to religious observance	Oct 25