

## IJ Tours Ltd t/a “International House Manchester or IH Manchester”

### Attendance, Holiday and Withdrawal Policy

#### Policy statement

IH Manchester wants to ensure that students have access to high-quality courses and that they have the opportunity to achieve their full potential. A key factor in achieving this is regular attendance and consistent punctuality.

#### Policy aim

This policy ensures that students are fully aware of:

- the actions necessary to promote good attendance
- the disciplinary procedure in case of repeated absence
- who can request a holiday and how.
- what to do if they want to finish their course early

#### Key contacts

Role	Name	Contact details
Principal and Academic Management	John Glew-O'Leary	In person in school Email <a href="mailto:john@ihmanchester.com">john@ihmanchester.com</a>
Academic Management	Joseph Baker	In person in school Email <a href="mailto:joseph@ihmanchester.com">joseph@ihmanchester.com</a>
Academic Management	Marie Pepper	In person in school Email <a href="mailto:marie@ihmanchester.com">marie@ihmanchester.com</a>

#### Attendance

##### Lateness

IH Manchester is a relaxed school in many ways but recognises that persistent lateness by some students can have a negative effect on the whole class. So, to avoid interruption:

- Students must be on time for class. Students who are late cannot enter the classroom. They will be given study work of their choosing to complete by a member of academic management.

We do recognise that students often have good reasons for being late for class. In these cases:

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- Students who ring the school phone, +44 161 288 0212, or WhatsApp the school on +44 7455 563392 before the start of class will be admitted to class up to 15 minutes after the start of class.
- Students arriving after 15 minutes will be given study work of their choosing to complete by a member of academic management.

Please note that these conditions do not apply to 1-to-1 classes.

## Absence

Students at IH Manchester must attend **ALL** classes. In some cases, students may apply for an authorised absence from a member of academic management in advance.

### Authorised Absences

Please note that only the below instances are considered authorised absences.

- Medical appointments
- Sickness with a doctor's note
- Police appointments
- Visa/passport office appointments
- Embassy appointments
- Job Centre appointments
- Family emergencies
- Religious holidays

To have any of the above authorised, students must provide evidence, for example: a doctor's note or an appointment letter. Evidence must be given **IN ADVANCE** to a member of academic management.

### Unauthorised Absences

These instances are not valid reasons for absence

- Leisure or work-related appointments and activities
- Sickness without a doctor's note
- Non urgent family appointments and activities
- Minor illnesses
- Any authorised absence that was not requested in advance

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## If someone else is paying for the course or if the student is under 18

If someone else pays for the course (embassy, work or school), we must inform them of the absence request, which they might refuse. For over 18s, the school will report any absence longer than 3 days. For under 18s all absences are reported to relevant stakeholders (parents, agents, embassy etc).

## Disciplinary Procedure for Repeated Absence

At IH Manchester we are proud of the courses we deliver and want them to meet the needs of our students. We recognise part of our responsibility is having a robust attendance policy, which consists of 4 parts:

- Stage 1- Initial Talk- When a student's attendance falls below 90%, a member of academic management will speak to the student to call attention to the attendance rate and check with the student if there are any reasons for the falling attendance. The aim is to find the reason for the issue and find a solution.
- Stage 2- Verbal Warning- In the two weeks following the initial talk, the student's attendance will continue to be monitored. When attendance drops further or continues to be poor, a verbal warning will be issued by a member of academic management. Again, we will try to understand the reason for the issue to find a solution. Stakeholders such as parents or sponsors may be informed at this time.
- Stage 3- Written warning- In the two weeks following the verbal warning, the student's attendance will continue to be monitored. When attendance drops further or continues to be poor, a written warning will be issued by the Principal. Again, we will try to understand the reason for the issue to find a solution. Stakeholders such as parents or sponsors will be informed.
- Stage 4- Final warning- In the two weeks following the written warning, the student's attendance will continue to be monitored. When attendance drops further or continues to be very poor, a final warning will be issued by the Principal. Again, we will try to understand the reason for the issue to find a solution. Stakeholders such as parents or sponsors will be informed and counselled on the consequences of exclusion.
- Exclusion- Following persistent attendance issues, IH Manchester will ask the student to leave the course immediately. No refund will be given. This is an extremely rare outcome but it is possible.

Please note that under certain circumstances and under its terms and conditions, IH Manchester reserves the right to accelerate the process.

## Certificates

At the end of their course, students are given a certificate that shows the number of hours and type of course completed, the dates the student attended and the level at which they were working. To receive a certificate, students must have an overall attendance of at least 80%. Students failing to attend 80% of their lessons will receive a letter confirming their presence on the course. In exceptional circumstances and at the sole discretion of the principal, students with less than 80% attendance may be given a certificate. These requests should be made in writing to the principal.

Reviewed October 2020 – Next review October 2021

### Absence due to special circumstances

Students are entitled to 4 weeks for maternity. This is counted as holiday and those missed weeks can be added onto the end of their course. To apply for maternity leave we need a medical note which confirms that the student is pregnant. This note must be given to the Principal. Being absent from school to look after a child it is not an authorised absence.

Students who require a holiday for any other special circumstances should discuss it with a member of academic management.

### Holidays

Students on a course for less than 12 weeks are not allowed a holiday. Students on a course for 12 weeks or more get 1 week of holiday allowance for each 12 weeks of course. Holiday cannot be taken in advance. The missed weeks will be added to the end of the course.

1 – 11 weeks course	No holiday
12 - 23 weeks course	1 week's holiday
24 - 35 weeks course	2 weeks' holiday
36 - 47 weeks course	3 weeks' holiday
48 - 59 weeks course	4 weeks' holiday

Holidays can be requested by contacting a member of academic management.

All students have a school holiday over the 8 UK bank holidays as the school is closed on those days.

## Withdrawal from International House Manchester

### If a student wants to finish their course early?

If a student has any doubts about continuing on their course, they should discuss the issue with a member of academic management before making their decision. They will talk about these problems together with the student to help them make a decision. If a student decides to leave their course early, they must inform a member of academic management in writing of their reasons and give them their final date at school.

### Leaving International House Manchester early and visa

If you are on a visa and leave the school earlier than your original course end date, International House Manchester may be required to inform the Home Office. This may affect your visa status.

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