

## 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 and footballers 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 participants 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	John Glew-O'Leary	In person in school Email <a href="mailto:john@ihmanchester.com">john@ihmanchester.com</a>
Director of Football	Michael Brennan	In person in school Email <a href="mailto:michael@ihmanchester.com">michael@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>
Head of Football	Matthew Lowe	In person in school Email <a href="mailto:matt@ihmanchester.com">matt@ihmanchester.com</a>

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## Attendance

### Lateness

IH Manchester is a relaxed school in many ways but recognises that persistent lateness can have a negative effect on everyone. So, to avoid interruption:

- Everyone must be on time for class or activities. Those who are late cannot take part in normal class or training. They will be given tasks to complete by a member of academic management or head of football.

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

- Students or players who ring or WhatsApp the school on +44 7455 563392 before the start will be admitted up to 15 minutes after the start.
- Students or players arriving after 15 minutes will be given tasks to complete by a member of academic or football management.

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

## Absence

Students or players at IH Manchester must attend **ALL** activities. In some cases, students or players may apply for an authorised absence from a member of 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 or players must provide evidence, for example, a doctor's note or an appointment letter. Evidence must be given **IN ADVANCE** to a member of management.

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## Unauthorised Absences

These instances are examples of invalid 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

**IHM academy football players fail to attend, without prior authorisation, a morning lesson (English or football development) will not be allowed to attend that afternoons training.**

## 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 and players. We recognise part of our responsibility is having a robust attendance policy, which consists of 4 parts:

- Stage 1- Initial Talk- When a student or player's attendance falls below 90%, a member of management will speak to the them 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 or player'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 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 or player'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 or player'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 or player to leave the course immediately. No refund will be given. This is an extremely rare outcome but it is possible.

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Please note that under certain circumstances and under its terms and conditions, IH Manchester reserves the right to accelerate the process. For players on the IHM football academy a period of ‘time out’ from the football coaching sessions will be issued at each stage of this disciplinary procedure.

### Certificates

At the end of their course, students or players are given a certificate that shows the number of hours and type of course completed, the dates they attended and, where relevant, the level at which they were working. To receive a certificate, students or players must have an overall attendance of at least 80%. Those failing to attend 80% of their lessons or training 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.

### 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 or players who require a holiday for any other special circumstances should discuss it with a member of 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.

\*please note, this does not apply to footballers. Holiday requests for under 18s must be made by a parent of guardian. Where someone other than a student is paying for a course, permission must be granted by the relevant stakeholder.

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## Withdrawal from International House Manchester

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

If a student or player has any doubts about continuing on their course, they should discuss the issue with a member of 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 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.