Burlington School

Excellence in English

Founded in 1990

Attendance Monitoring Policy

Guidelines and Procedures

Table of Contents

Summary

Rationale	At Burlington School it is important that the attendance of all students is monitored closely. When dealing with a student's absence, we must consider the following:
	• **Academic**
	  the student's academic progress is hindered by absence from classes.
	• **Welfare**
	  the student's attendance may be being affected by welfare or health issues, and it is important that we give all available support.
	• **Human Resources**
	  Students' attendance levels can indicate underperformance from staff, and it is important that we monitor this and provide support as necessary.
	• **Prevent**
	  Prolonged absence may suggest that the individual is not a genuine student, and this may be of concern relating to our Prevent Policy and Procedures.
	• **Compliance**
	  in the case of students who are being sponsored by a government or other body, attendance must be maintained at a certain level.

Aim	The following guidelines aim: • to ensure that procedures are in place to monitor student attendance at all levels; • to ensure that procedures are in place to ensure accurate recording of student data relating to attendance; • to inform Burlington School staff and representatives of their responsibilities regarding student attendance; • to ensure that procedures are in place for dealing with staff who fail to monitor attendance in accordance with the guidelines; • to highlight our commitment to the academic progress of our students in relation to poor attendance of themselves or others; • to highlight our commitment to student welfare, as indicated by poor attendance; • to highlight our commitment to students under 18 and to vulnerable adults;
Applies to	• Director of Studies • Deputy Principal • Marketing Director • Operations and Accommodation Officers • Marketing Officers • Prevent Lead • Teachers • Activity Leaders
Related Documents	• Safeguarding and Welfare Policy • Prevent Policy • Disciplinary Policy
Approved by	Deputy Principal
Responsibility for update	Deputy Principal
Date of approval	November 2019
Proposed date of review	November 2020

Introduction & Rationale

These Guidelines explain how attendance is monitored and at what point different action is taken with regards to poor attendance. It further defines at what point the student should contact the School to notify us of and explain their absence, and what procedures are in place for this.

Attendance is recorded daily on the class register, and this information is stored on the school database. Poor attendance has an effect on a number of areas, and as such it is taken extremely seriously. Our policy takes into account the following areas:

- **Academic**:
  Research[i] suggests that it takes between 150 and 200 teaching hours for a language learner to progress from one level of the Common European Framework of Reference (CEFR) to the next. Therefore, we would expect a student following a GE 20 course to take approximately 12 weeks (180 hours' teaching) to progress from one level to the next. Therefore, each session missed will delay the student's progress. In addition to this, there is a knock-on effect, as our courses are designed to build on previous knowledge and skills. Missing the lesson content may therefore lead to future disruption.
- **Welfare**:
  It is important for us to monitor students' attendance, as there may be welfare issues preventing them from attending school. Although this is especially important for students under 18 years of age, our policy[ii] is to regard all students as potentially vulnerable, as they are in a foreign land without their usual support networks.
  See the School's Safeguarding and Welfare Policy for further information.
- **Human Resources**:
  Persistent absences from a class may be an indicator of underperformance from school staff, and it is important to monitor such cases and address them.
  See the school's Recruitment Policy, and Employee Handbook for further information.
- **Prevent**:
  It is important for us to monitor students' attendance, as prolonged absence casts doubt on their seriousness regarding study. As a language school, this is of concern relating to Prevent legislation[iii]
  See the school's Prevent Duty Policy for further information.
- **Compliance**:
  Under UKVI regulations, students studying on a Tier 4 (General) Visa must maintain a given level of attendance. Although Burlington School is not a Tier 4 Sponsor, we choose to apply similar criteria to all students to highlight our commitment to monitoring non-UK nationals who are visiting the country as students.

Unacceptable attendance is defined as overall attendance lower than 70%, or a student missing 10 consecutive points of contact.
- A **point of contact** is defined as one full day, and includes:
  - *Induction and Testing on the student's first day*
  - *The student's lessons (including Tutorials and Testing)*
  - *Scheduled meetings with school staff*
  - *Scheduled activities*
- **Overall attendance** counts each lesson individually.

This system allows a double check on attendance, thus:

Student	Attendance Status
Student A studies 1 class per day. She is absent without authorisation for 2 weeks.	The student has missed 10 consecutive points of contact, and therefore her attendance is deemed unacceptable.

Student B studies 3 classes per day. Although he attends classes on all days, he is consistently absent from his first class.

Although the student satisfies the rule regarding points of contact, his overall attendance is only 67%; therefore, his attendance is deemed unacceptable.

- **Lateness,**

Lessons begin at 09:00, 12:00, 13:00 and, 13:55 and 14:45. Students are expected to be on time for all sessions. However, some leeway is allowed for delays:

- students who are up to 10 minutes late will be allowed into class. **These students are recorded as present on the attendance register.**
  students who are 10 minutes late or more will not be allowed into class. **These students are recorded as absent on the attendance register.**
  Students under 18 years of age must be allowed to enter the class even if they are more than 10 minutes late (see below).
- Teachers are asked to monitor lateness within the 10-minute window. If a student is between 5 and 10 minutes late for 3 sessions or more for 2 consecutive weeks, they should report this by means of the Attendance Monitoring Form (see Appendix 4)

Procedures and Processes

I. Monitoring

The following procedures are in place to monitor student attendance:

Daily Checks

Core procedure	Attendance is monitored daily by teachers by means of the class register (see Appendix 3). This is filled in within 10 minutes of the start of each class.
Checking	Registers are checked and signed off at the end of the week by the Director of Studies or, in his/her absence, by the Deputy Principal.

Weekly Checks

Core procedure	Every week the information from the class registers is transferred to the school database by the Director of Studies.
Additional Procedures	Students who have missed 5 consecutive points of contact (including days in previous weeks) are flagged as giving rise to concern and reported to the Deputy Principal. Classes with incomplete or inaccurate information are reported to the Deputy Principal.
Checking	Classes are spot-checked by the Director of Studies.

Ongoing Checks

Core procedure	A meeting is held between the Director of Studies and individual students under 18 during their first week of study. Additional meetings are scheduled as follows:

Students studying for 2 weeks or less:	No additional meeting is scheduled.
Students studying for 3-4 weeks:	During the 3rd week of study.
Students studying for 4 weeks or more:	During the 3rd week of study, and fortnightly thereafter.

These meetings cover attendance, welfare and academic progress, and are documented.
Additional meetings will be held in response to individual need, or in response to any significant incidents or changes in circumstances (such as terrorist incidents or changes to legislation).

Additional Procedures	Any areas of concern are brought to the attention of the Deputy Principal.
Checking	Meeting documentation is checked by the Deputy Principal.

Spot Checks

Core procedure	Selected classes are checked fortnightly by a member of administrative staff. Classes are visited, and attendance and registers are checked. At least once in every 12-week period, all classes will be visited in a single day.
Additional Procedures	Students who have missed 5 consecutive points of contact (including days in previous weeks) are flagged as giving rise to concern, and contacted.
Checking	Spot check forms are filed and emailed to the Deputy Principal and Director of Studies.

II. Documentation

The following documents are used in monitoring attendance:

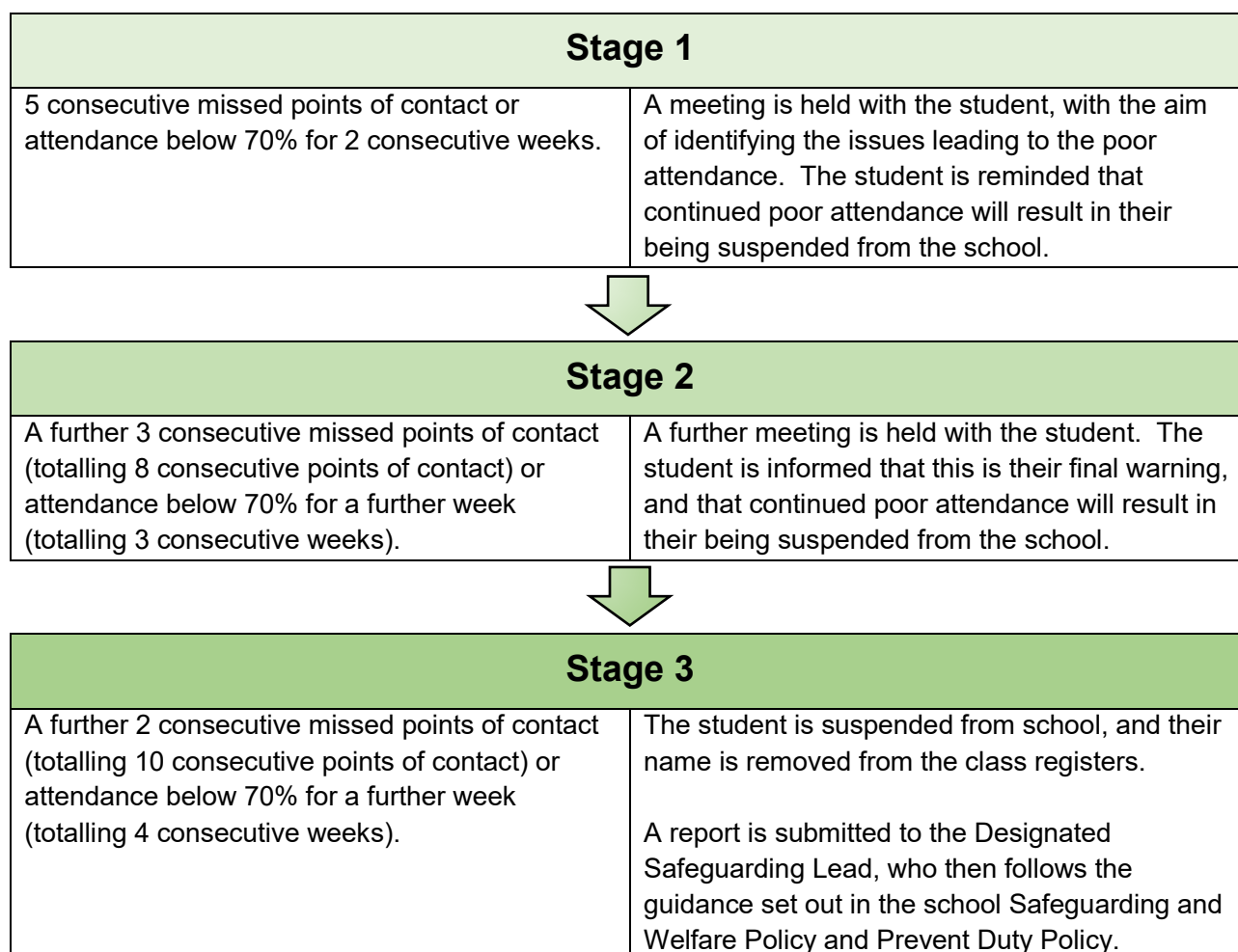|	
Document	Class Register (See Appendix 3)
Procedure	Registers are printed weekly before classes on Monday morning to ensure accuracy, and placed in the appropriate class folders. In exceptional circumstances, such as a large number of students joining the class after testing, they may be reprinted on Tuesday morning; in such cases, attendance data is transferred to the new register by the Director of Studies or teacher.
	Attendance is recorded by the teacher for each student by completely filling in the circle for the class/session in black; these are left blank for students who are absent. Registers are completed by the teacher within 10 minutes of the scheduled start of each session, and immediately after breaks, and checked and signed off at the end of the teaching day by the Director of Studies or, in his/her absence, by the Deputy Principal. The information is transferred weekly to the school database by the Director of Studies or, in his/her absence, by the Deputy Principal.
	While checking, the following are noted:
	- students who have missed 5 consecutive points of contact; - students whose attendance is generally below 70%
	Attendance of any such students is of concern.
	These checks also allow Managers to ensure attendance is being correctly recorded. Original Registers are kept on file at the end of each term, and retained for 5 years.
Action	Students whose attendance is of concern are sent a Referral Email; if this elicits no response, they are telephoned, and the call noted on the student's database profile. Any issues with recording attendance are addressed at a disciplinary meeting with the Director of Studies or Deputy Principal (see below)
Follow-Up	Students are reminded of the school attendance policy. Students are monitored for continued or repeated absences. Teachers are monitored for following procedures.
Document	Attendance Monitoring Form (See Appendix 4)
Procedure	Copies of the Attendance Monitoring Form are kept in all registers, and additional copies are available in the teachers' room.
	Attendance Monitoring Forms are completed by teachers for each student whose attendance is giving rise to concern. This is defined as:
	- a student who has missed 5 consecutive lessons; - a student whose attendance has been below 70% over a 2-week period; - a student who is between 5 and 10 minutes late to class for 3 or more sessions per week for 2 consecutive weeks.
	The form is given to the Director of Studies immediately it is completed.
	The form is kept in the Attendance Monitoring folder, and recorded on the student's profile on the school database.
Action	Students are sent a Referral Email; if this elicits no response, they are telephoned, and the call noted on the student's database profile.
Follow-Up	Students are reminded of the school attendance policy. Students are monitored for continued or repeated absences.

Document	Referral Email (See Appendix 5)
Procedure	Referral Emails are sent by the Director of Studies (or, in his/her absence, the Deputy Principal) to students whose levels of absence are of concern. A copy of the email is stored on the student's database profile.
Action	A meeting is held with the student, with the aim of identifying the issues leading to the poor attendance.
Follow-Up	Students are reminded of the school attendance policy. Students are monitored for continued or repeated absences.

Document	Classroom Monitoring Form (See Appendix 6)
Procedure	Classroom Monitoring Forms are used by the Director of Studies (or, in his/her absence, the Deputy Principal) to monitor classes for a range of issues, including attendance and record-keeping. The Director of Studies will also check to ensure that the attendance register is a true reflection of the students present in class. They are completed following a visit to the class in question. They are completed for each class in a single day at least once in a 12-week rolling period, and spot checks of selected classes are carried out regularly. While checking, the following are noted: - students who have missed 5 consecutive points of contact; - students whose attendance is generally below 70% Attendance of any such students is of concern. These checks also allow Managers to ensure attendance is being correctly and accurately recorded. These forms are kept on file, and saved on the database profile of any students whose levels of absence are of concern.
Action	Students whose attendance is of concern are sent a Referral Email; if this elicits no response, they are telephoned, and the call recorded as outlined above. Any issues with recording attendance are addressed at a disciplinary meeting with the Director of Studies or Deputy Principal (see below)
Follow-Up	Students are reminded of the school attendance policy. Students are monitored for continued or repeated absences. Teachers are monitored for following procedures.

Core Procedures - All students

Our attendance procedures follow a 3-stage process:

Stage 1	
5 consecutive missed points of contact or attendance below 70% for 2 consecutive weeks.	A meeting is held with the student, with the aim of identifying the issues leading to the poor attendance. The student is reminded that continued poor attendance will result in their being suspended from the school.

Stage 2	
A further 3 consecutive missed points of contact (totalling 8 consecutive points of contact) or attendance below 70% for a further week (totalling 3 consecutive weeks).	A further meeting is held with the student. The student is informed that this is their final warning, and that continued poor attendance will result in their being suspended from the school.

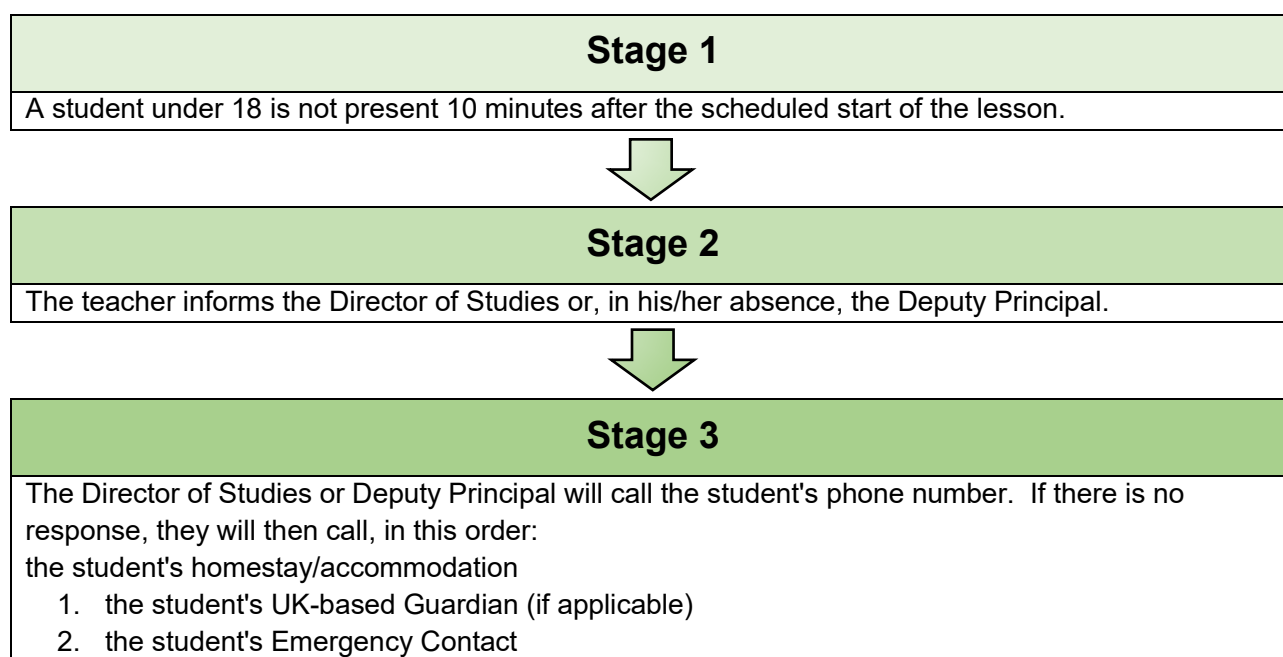| Stage 3	
A further 2 consecutive missed points of contact (totalling 10 consecutive points of contact) or attendance below 70% for a further week (totalling 4 consecutive weeks).	The student is suspended from school, and their name is removed from the class registers. A report is submitted to the Designated Safeguarding Lead, who then follows the guidance set out in the school Safeguarding and Welfare Policy and Prevent Duty Policy.

These are the core procedures for monitoring and dealing with poor attendance. However, there are additional measures in place for students who are under 18

Additional Procedures - Students under 18

Additional monitoring and reporting measures are required for students under 18 years of age. These measures are informed by the following guidelines:

- Working Together to Safeguard Children (© Crown copyright 2015)[iv]
- International Students under 18: Guidance and Good Practice (© UKCISA 2008)[v]
- The Prevent Duty - Departmental Advice for Schools and Childcare Providers (© Crown copyright 2015)[vi]

- In line with the Burlington School Safeguarding and Welfare Policy, it is vital that staff know the whereabouts of students under 18 during their study period. Consequently, all students under 18 must attend each of their scheduled lessons and other points of contact. To ensure this, the following additional procedures are in place:

Stage 1
A student under 18 is not present 10 minutes after the scheduled start of the lesson.

Stage 2
The teacher informs the Director of Studies or, in his/her absence, the Deputy Principal.

Stage 3
The Director of Studies or Deputy Principal will call the student's phone number. If there is no response, they will then call, in this order: the student's homestay/accommodation 1. the student's UK-based Guardian (if applicable) 2. the student's Emergency Contact

If The School is still unable to contact the student, stage 3 will be repeated at 2-hourly intervals.

If The School is unable to contact the student after 6 hours, or by the end of the school day (whichever is sooner), The School will inform the Police and the Local Safeguarding Children Board.[vii]
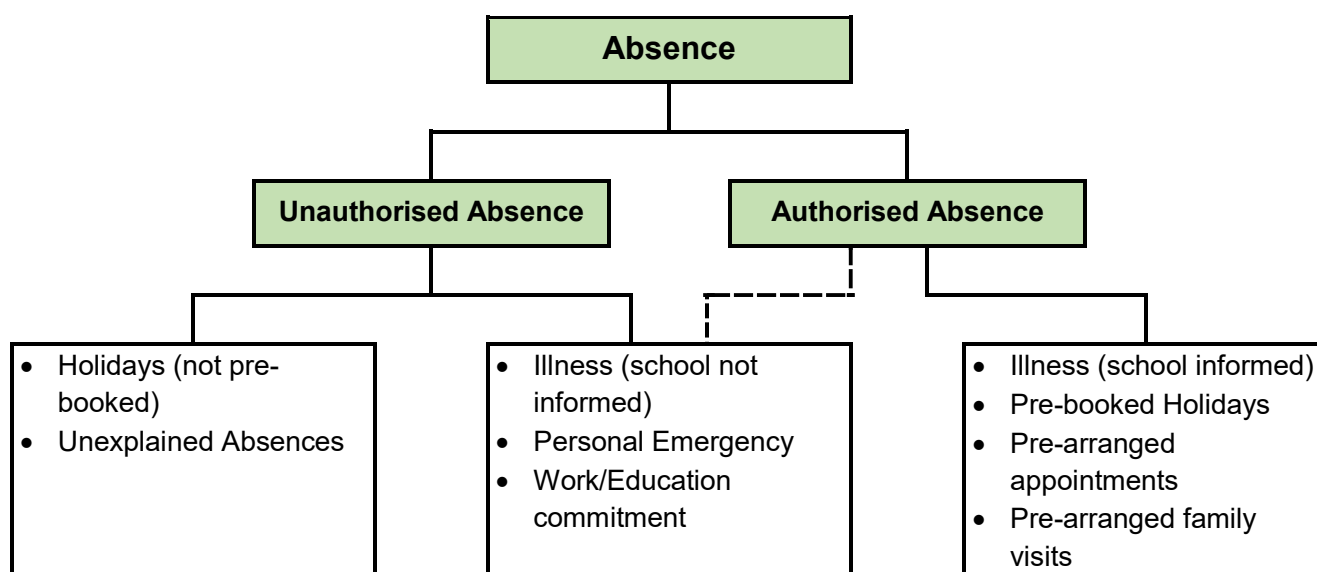
Special Provisions for students under 18:

- Students under 18 **must** be admitted to class, even if they are more than 10 minutes late for the session.
- For any meetings held with students under the age of 18, the student must be accompanied by an adult, such as a parent or guardian, or in their absence a member of the school's Welfare team.
- Students under 18 will only be removed from class after consultation with their Guardian, and when we have received written confirmation from the Guardian that they have assumed full responsibility for the child.
- Self-certification for absence or requests for authorised absence will **only** be accepted if they are signed by the student's Guardian.

Absences from school

Burlington School separates absence into 2 categories:

```
                    ┌─────────────────┐
                    │     Absence     │
                    └─────────────────┘
              ┌──────────────┴──────────────┐
   ┌────────────────────┐        ┌────────────────────┐
   │ Unauthorised Absence│        │ Authorised Absence │
   └────────────────────┘        └────────────────────┘
```

Unauthorised Absence		Authorised Absence
• Holidays (not pre-booked) • Unexplained Absences	• Illness (school not informed) • Personal Emergency • Work/Education commitment	• Illness (school informed) • Pre-booked Holidays • Pre-arranged appointments • Pre-arranged family visits

1. Unauthorised Absence

An unauthorised absence is defined as any absence of which the school has not been informed in advance, or for which the school has not given permission.

2. Authorised Absence

An authorised absence is defined as any absence of which the school has been informed in advance, and for which it has given permission, or an absence of which it has not been informed in advance, but has retrospectively given permission (see below).

3. Holidays

The school allows students to take holiday as follows:

Period of Study	Holiday Entitlement
1 - 4 weeks	No Holiday Entitlement
5 - 12 weeks	2 weeks' Holiday Entitlement
13 - 23 weeks	4 weeks' Holiday Entitlement
24 - 47 weeks	6 weeks' Holiday Entitlement
48 weeks +	8 weeks' Holiday Entitlement

In exceptional circumstances, we may allow additional holiday to be taken.

- Students must request holiday in advance in the office.
- Holidays are given in full weeks (Monday - Friday); we do not normally grant requests for holidays covering a part week.
- Holidays which are not pre-booked are counted as unauthorised absences.

4. Illness

In the event of illness, students are asked to call or email the school on the first morning of their illness to explain their absence. However, except in exceptional circumstances, the school counts illness as an Authorised Absence even if the school is not informed in advance.

Upon their return from illness, students must provide the relevant documentation:

Less than 7 days' absence due to illness (including weekends and bank holidays)	Students must complete a Self-Certification Form (See Appendix 7)
7 or more days' absence due to illness (including weekends and bank holidays)	Students must provide a fit note from their doctor.

Failure to complete these forms, even if the school has been informed in advance, results in the absence being counted as an Unauthorised Absence.

5. Other Absences

Students may be absent for other purposes, including, but not exclusive to:
- Family emergency
- Work commitments
- Educational commitments (for students also enrolled at school, college or university)
- Medical appointments

Students should inform the school in advance of any such planned absences, providing any evidence (eg doctor's appointment card). However, the school will typically count such absences as Authorised, so long as documentary evidence is provided by the student upon their return.

Failure to provide such evidence results in the absence being counted as an Unauthorised Absence.

Return to Table of Contents

Staff Disciplinary Procedures

To reflect the importance of attendance in academic, welfare and compliance areas, Burlington School has strict disciplinary policies in place.[viii]

I. Guidelines for teachers:

The following guidelines are included in the Teachers Handbook:

It is vital that we ensure all attendance records are 100% accurate and up-to-date, and so the school has in place the following regulations regarding maintaining attendance records.

Registers must be completed at the beginning of the lesson/session, and all paperwork completed as follows:

All students	You must complete an Attendance Monitoring Form (found in the register folder) if a student on the register is absent for 5 consecutive days, or has attendance below 70% (ie 2 or more sessions missed out of 5) for two consecutive weeks. You must then pass this form to the Office Manager. Similarly, if a student is between 5 and 10 minutes late for 3 sessions or more for 2 consecutive weeks, you must report this by means of the Attendance Monitoring Form
Students under 18	You must inform the Safeguarding & Welfare Officer and/or Office Manager 10 minutes after the start of class if they are absent. If they are late, even if more than 10 minutes, they must be allowed into class.
Students not on the register	If a student comes to class who is not on the register, and who does not have the necessary "admit to class" form, they **must** be sent to the Office Manager or Director of Studies and not admitted to class. The student may have been removed from the register for a number of reasons, including: compliance reasons or outstanding payments. Alternatively, if they *should* be in class, it is important that any administrative errors are corrected immediately.

Failure to comply with these guidelines will be regarded as Misconduct, and will be subject to the following disciplinary actions:

- Failure to accurately complete registers, or to follow procedures for reporting absence:
- First informal warning

- Failure to accurately complete registers, or to follow procedures for reporting absence **twice** in a rolling two-week period:
- Second informal Warning

II Guidelines for administrative staff:

The following guidelines are included in the relevant role Handbooks:

It is vital that we ensure all student and attendance records are 100% accurate and up-to-date, and so the school has in place the following regulations regarding maintaining attendance records. In addition, it is necessary that we can contact students in case of their absence.

Student information must be complete as follows:

- All students must be up-to-date on the system. This includes:
- Visa* and Passport scans uploaded
- Terms and Conditions signed and uploaded
- The visa letter that was sent to the student scanned and uploaded*
- UK and Home address entered
- Correct email address entered
- Emergency Contact details entered
- Visa details entered*
- Parent/Guardian details entered*

    * *Where applicable*

- Failure to have complete details for your students by their start/arrival date may result in an informal verbal warning.
- Failure to have complete details for your students 5 working days after their start date will result in a first written warning.
- Failure to have complete details for your students 8 working days after their start date will result in a second written warning.

Students are asked for this information in their application form, and on the groups booking form. All students are also asked to complete a details form on their first day to ensure the information we have is correct.

III. Guidelines for Managers:

The following guidelines are included in the relevant role Handbooks:

The ultimate responsibility for enforcing these guidelines lies as follows:

Guidelines for teachers
- Director of Studies
- Deputy Principal

Guidelines for administrative staff
- Marketing Director
- Deputy Principal

Repeated failure to ensure the guidelines are followed will result in disciplinary procedures being taken.

Appendix 1: Roles of Staff

Deputy Principal	
Responsible to:	Proprietor
Primary Duties:	• Overseeing implementation of Attendance Policy • Contacting students • Meetings with students
Performance Indicators: .	• Good levels of attendance maintained across the school • No ongoing compliance issues linked to attendance • No ongoing safeguarding issues linked to attendance

Director of Studies	
Responsible to:	Deputy Principal
Primary Duties:	• Ensuring registers and other attendance documents are accurate and up-to-date • Contacting students • Meetings with students
Performance Indicators:	• Good levels of attendance maintained across the school • Attendance records are ready for inspection at all times • No ongoing compliance issues linked to attendance • No ongoing safeguarding issues linked to attendance

Marketing Director	
Responsible to:	Proprietor
Primary Duties:	• Recording new student data accurately and fully • Monitoring student records to ensure information is up-to-date
Performance Indicators: .	• Records are up-to-date and accessible when needed

Marketing Team	
Responsible to:	Marketing Director
Primary Duties:	• Recording new student data accurately and fully • Monitoring student records to ensure information is up-to-date
Performance Indicators:	• Records are up-to-date and accessible when needed

Operations & Accommodation Officers	
Responsible to:	Deputy Principal
Primary Duties:	• Monitoring student records to ensure information is up-to-date
Performance Indicators:	• No ongoing safeguarding issues linked to attendance

Teachers	
Responsible to:	Director of Studies
Primary Duties:	• Recording attendance • Monitoring punctuality • Reporting areas of concern
Performance Indicators:	• Information on attendance is fed back appropriately and promptly • Attendance records are maintained in line with the school's guidelines

Appendix 2: Attendance Policies for Students

The following notice is included in the Student Handbook, and displayed throughout the school:

Burlington School Attendance Code of Conduct

At Burlington School, we want our students to learn English in the best way. If students are absent from class, this is disruptive to their learning, and makes it harder for the teachers and other students. Therefore, we ask all our students to follow this code of conduct.

Stage 1

- If I miss 5 consecutive days of class without informing the school, I will be called to a meeting with the Director of Studies to explain my absence. This is my **first warning**.
- If my attendance falls below 70% for two consecutive weeks, I will be called to a meeting with the Director of Studies to explain my absence. This is my **first warning**.

Stage 2

- If I miss another 3 consecutive days of class (8 consecutive days in total) without informing the school, I will have another meeting with the Deputy Principal.
  This is my **final warning.**
- If my attendance is below 70% for another week (3 consecutive weeks in total), I will have another meeting with the Deputy Principal.
- This is my **final warning.**

Stage 3

- If I miss another 2 consecutive days of class (10 consecutive days in total) without informing the school, I will be suspended from the school, and my name will be taken off the class list.
- If my attendance is below 70% for another week (4 consecutive weeks in total), I will be suspended from the school, and my name will be taken off the class list.

Stage 4

- I will only be allowed back into class after a meeting with the Director of Studies.
- Continued poor attendance will result in my permanent exclusion from the school
- I am not entitled to a refund for any classes I miss as a result of my exclusion.

- Please note. There are additional rules for students aged under 18.

Appendix 3: Attendance Register

Student List

Name: Intermediate B1 General English 1   **Room:** Room 1

Teacher: Teacher 1   **Level:** Intermediate (CEFR Level B1)

Week: 2018-03-12   **Time:** 09:00 - 11:30 (new)

Term: Term 1 2016   **Dates:** 2016-01-04 - 2016-04-01

Please Complete the register as follows:

0	Ms. Student 1 (34994) Age: **17**, **Mexican, Student Visitor (OLD)** General English (20) - Morning - 2015-05-11 - 2016-04-08	○●	●●	○○	●●	●●

NO	NAME	ATTENDANCE				
		MO	TU	WE	TH	FR
1	Ms. Student 1(34994) Age: **23**, **Italian, No visa** General English (20) - Peak - 2016-02-15 - 2016-03-11 (4 weeks)	●●	●●	●●	○●	●●
2	Ms. Student 2 (34995) Age: **22**, **Brazilian, Short-term study visa (6 months)** General English (20) - Peak - 2016-01-04 - 2016-06-03 (22 weeks)	○●	●●	●●	●●	○○
3	Ms. Student 3 (34996) Age: **23**, **Thai, Short-term study visa (11 months)** General English (15) - Peak - 2015-09-21 - 2016-09-02 (44 weeks)	holiday	holiday	holiday	holiday	holiday
4	Mr. Student 4 (34997) Age: **17**, **Italian, No visa** General English (20) - Peak - 2016-01-11 - 2016-03-25 (11 weeks)	●●	●●	●●	●●	●●
	Checked (Manager)	*Juan Manager*	*Juan Manager*	*Juan Manager*	*Juan Manager*	*Juan Manager*

Additional Students/Monday Arrivals:

		MO	TU	WE	TH	FR
	Ms Student 5 (34998) - UNDER 18	○○	●●	●●	●●	●●
	Mr Student 6 (34999)	○○	●●	●●	○○	●●
		○○	○○	○○	○○	○○
	Checked (Manager)	*Juan Manager*	*Juan Manager*	*Juan Manager*	*Juan Manager*	*Juan Manager*

Notes:
- ***Persistent lateness***
- ***Welfare Concerns***
- ***Concerns regarding level***
- ***etc***

NAME	Notes
Student 1(34994)	*Student 1 arrived 10 minutes late on Monday, Tuesday and Wednesday, and 20 minutes late on Thursday (not allowed into class)*
Student 4 (34997)	*Student 4 arrived 15 minutes late on Wednesday, but was allowed into class.*

Notes:

- The class name, room, time and CEFR Level are shown. The teacher's name is shown, and the week of the attendance register is given.
- The student's Gender, Name, ID number, Age, and Nationality are shown for all students. Students under 18 have their ages highlighted in red.
- The student's course and start and end dates are shown for all students.
- Student 1 was present every day, but absent from the first session on Thursday. The notes section explains that she was persistently late, and too late to enter class on Thursday.
- Student 2 was absent for the first session on Monday and all day Friday.
- Student 3 was on holiday. She therefore does not appear on the attendance register, but her name remains on the class list.
- Student 4 was present every day.
  The notes section explains that he was late on Wednesday, but was allowed into class as he is under 18 years of age.
- There is additional space available to add new students, such as:
- Student 5 started the class on Tuesday. The teacher was informed that she was under 18, and this has been marked accordingly. She was present for the remainder of the week.
- Student 6 started the class on Tuesday. He is not under 18. He was absent for the whole lesson on Thursday.

Appendix 4: Attendance Monitoring Form

Student Attendance Monitoring Form

To be completed for all students with poor attendance. When completed, please return the form to the Director of Studies or Deputy Principal.
- *Please keep this document in the attendance folder.*
- *Please upload a copy to the profile of the student*

Student Name _____

Student ID _____

Teacher _____

Class _____

Start Time   09:00 ☐   12:00 ☐   13:00 ☐   13:55 ☐   14:45 ☐

Please tick the appropriate box.

☐ The student has been absent for 4 or more consecutive days.

☐ The student has been absent for 2 or more non-consecutive days out of the last 5 teaching days.

☐ The student has been between 5 and 10 minutes late for 3 sessions or more for 2 consecutive weeks.

☐ Other (please specify)

To be completed by the person completing this form:

Name _____

Position _____

Signed _____

Date _____

To be completed by the person receiving this form:

Name _____

Position _____

Signed _____

Date _____

Appendix 5 Student Referral Email

Dear ,

I would like to invite you to a meeting to discuss your attendance at the school.

We have noticed that your attendance has been poor recently. If you have any problems, please let us know, and we will try to help you. The school has dedicated Academic and Welfare teams who can support you as necessary.

In cases of illness or other emergencies, we are able to accommodate you, and any missed days will not be counted as an absence. However, it is important for students to inform us as early as possible if this is the case.

Our attendance policy states that you are expected to attend at least 70% of your classes, or not to miss 10 consecutive points of contact. Failure to follow this policy may result in your removal from your course.

Students whose course is 1 month or longer are entitled to scheduled holidays from the school. However, all holidays must be booked with the school before you are absent.

At the meeting, we will discuss:
- your attendance
- your progress
- any problems you may be having that are affecting your attendance

The meeting will be held at **[time]** on **[date]** at **[place]** - please let me know if this time is not suitable for you.

I look forward to seeing you at the meeting.

Yours sincerely,

Appendix 6: Classroom Monitoring Form

Classroom Monitoring Form

Date of Check: _____   Time of Check: _____

Class Visited: _____   Teacher: _____

Checked by: _____   Position: _____

1. Register

1. Is the attendance Register correctly filled in?   Yes ☐   No ☐

Please give details:	**Follow-Up/Action**

2. Are any students duplicated on the register?   Yes ☐   No ☐

Please give details:	**Follow-Up/Action**
Name **ID**	

3. Have any students been added to the register?   Yes ☐   No ☐

Please give details:	**Follow-Up/Action**
Name **ID**	

4. Have all students attended 3 or more days out of the last 5 days (including days in previous week)?   Yes ☐   No ☐

Please give details of any such absences:	**Follow-Up/Action**
Name **ID**	

2. Students Under the Age of 18

1. Are all students under 18 present?   Yes ☐   No ☐   N/A ☐

Please give details of any absences:	**Follow-Up/Action**
Name **ID**	

2. Have all students under 18 attended all lessons this week?   Yes ☐   No ☐   N/A ☐

Please give details of any absences:	**Follow-Up/Action**
Name **ID**	

3. Are all students under 18 wearing lanyards?   Yes ☐   No ☐   N/A ☐

Please list students without lanyards:	**Follow-Up/Action**
Name **ID**	

3.   Academic Matters

1. Is the Record of Work up-to-date?   Yes ☐   No ☐

Please give details:	**Follow-Up/Action**

2. Is the Weekly Plan displayed on the wall?   Yes ☐   No ☐

Please give details:	**Follow-Up/Action**

3. Are the classes following the syllabus?   Yes ☐   No ☐

Please give details:	**Follow-Up/Action**

4.   Documents

1. Should any documents be filed with this form?   Yes ☐   No ☐

Document 1 _____   Document 4 _____

Document 2 _____   Document 5 _____

Document 3 _____   Document 6 _____

- Please keep this document in the attendance folder.
- Please upload a copy to the profiles of any students affected

Name _____

Position _____

Signature _____

Date _____

Appendix 7: Self-Certification Form

Burlington School Sickness Absence Self-Certification

- This form must be completed by all students who have been absent from school for up to 7 days (including weekends and bank holidays) due to sickness.
- If you have been absent for more than 7 days (including weekends and bank holidays), you must obtain a Fit Note from a doctor.
- Failure to complete this form or submit a Fit Note will result in your absence being recorded as Unauthorised Absence.

Name _____   **Student ID** _____

Classes
Please tell us all your classes, and the names of the teachers

Time: _____ **Class:** _____ **Teacher:** _____

Time: _____ **Class:** _____ **Teacher:** _____

Time: _____ **Class:** _____ **Teacher:** _____

Time: _____ **Class:** _____ **Teacher:** _____

Time: _____ **Class:** _____ **Teacher:** _____

Last day at school before Illness _____   First day back after illness _____

Nature of Illness
Please give a brief description of your illness:

Do you need additional medical treatment?   Yes ☐   No ☐

Do you need any support from the school?   Yes ☐   No ☐

If Yes, please specify:

Declaration
Please tick (✓) to confirm:

☐ I confirm that the information I have given is correct;

Signed _____   **Date** _____

Signature of Guardian (students under 18 years old)

Signed _____   **Date** _____

Appendix 8: References

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i https://support.cambridgeenglish.org/hc/en-gb/articles/202838506-Guided-learning-hours

ii See *Burlington School Safeguarding and Welfare Policy* for further information

iii http://www.legislation.gov.uk/ukdsi/2015/9780111133309/pdfs/ukdsiod_9780111133309_en.pdf

iv https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

v http://www.englishuk.com/uploads/assets/members/publications/under18_guide.pdf

vi https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

vii https://www.rbkc.gov.uk/sharedservices/lscb.aspx

viii See *Burlington School Recruitment Policy* and *Employee Handbook* for further information

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