



MAYFLOWER COLLEGE

Mayflower College Absence & Lateness Policy

Students are encouraged to maintain a 100% attendance record. Students must contact Mayflower College if they are absent (and provide a reason for absence and intended date of return). Students who are absent regularly may be subject to discipline procedures. In extreme circumstances, students with a high absence record may have their studies terminated and details of their absence reported to the Home Office (UKVI).

Students' absence is monitored as follows:

- **Mayflower College policy is to make a contact with a student who has missed 2 consecutive contacts without any notification, except where students are under 18 years of age – in this instance, immediate contact is sought to obtain the reason for absence.**
- **If attendance is less than required percentage attendance (i.e. less than 100%)**
- **If students fail to attend for the minimum required hours (i.e. 15 hrs per week)**
- **If students are persistently late upon arrival and frequently absent.**

Absences are recorded as **AUTHORISED** where students have contacted us with a genuine reason for absence, e.g. illness or doctor's appointment. Absences are **UNAUTHORISED** if we have not received any notification from the student (or we are not satisfied with the reasons given for the absence).

Students will be subject to the Absence policy after **2 consecutive days of UNAUTHORISED absence**. **The 3 stages are as follows: (1) Verbal warning (2) 2nd Verbal warning (3) Written warning.**

The Home Office (UKVI) will also be contacted if students are not meeting their study requirements for visa purposes. Mayflower College may be required to provide details of student absences to the UKVI.

Late Arrivals:

To discourage lateness, Mayflower College has a strict policy: any student arriving **more than 15 minutes late** will not be allowed into the lesson (until the next break) and **will be marked as LATE**.

We expect students to attend **all lessons** unless there is a genuine reason to be absent due to illness or extenuating circumstances. **If students cannot attend lessons they should:**

1. **Inform Mayflower College by email by 9:00am at the latest on the day of absence:** office@maycoll.co.uk stating a reason for absence and an intended date of return.
2. **If students do not have access to email, please telephone 01752 673784 and leave a message** (ask homestays for permission to use the phone or for assistance in phoning).

If students are ill, they can visit the pharmacy, their homestay doctor or, in an emergency, visit the West Hoe surgery opposite the Mayflower College. A list of alternative surgeries is available at <http://www.plymouth.gov.uk/medicalfacilities>

We are happy to give medical advice/assistance as necessary.

Last reviewed 20/12/19