

Absence, Behaviour and Discipline Policy at WISE

At WISE, we believe it is important for us to:

- understand why students are absent from classes as this allows us to provide the appropriate help and/or advice.
- ensure all our students take their studies seriously and do not miss any classes without a good reason.

Acceptable attendance:

- WISE regards an attendance rate of 80% as being an acceptable level. Students whose attendance falls below 80% will not be issued an attendance certificate (available on request).

The following reasons for absence are regarded as acceptable, provided that the school is notified on or before the day of absence:

- A genuine illness or compassionate reasons (such as serious illness of a close relative).
- A visit to a college or university.
- To attend an official appointment (e.g. at the embassy, college, university, doctor/hospital or the police).
- Taking a Friday or a Monday off for a weekend visit to another city provided this happens no more than once a month on average.
- Taking up to two days to spend time with visiting relatives, provided this happens no more than once a month on average.
- Taking a day off to attend an event that can be considered cultural, provided this does not happen more than once a month on average. Cultural events may include religious ceremonies or experience of a unique aspect of British culture (e.g. attending the a Test Match at Lords Cricket Ground).

WISE will treat students who are seriously ill or have a close relative who is seriously ill with compassion and do everything that is reasonable to help students who find themselves in such a situation.

Procedures:

Class registers are completed during every lesson. The students are marked:

1. X for present
 2. 0 for absent
 3. NA for a Notified Absence, giving the reason where known
 4. S for sick
 5. L for late
- If students over the age of 18 are absent on three consecutive school days, the teacher must notify Liz Denham, the Managing Director (MD). She will then contact the student on that day to find out the situation.
 - Registers are collected daily. The MD checks the registers at the end of every week and updates students' records. If any action is necessary, for example for

continued absences, this is recorded on the Absenteeism Actions Sheet, and the MD takes appropriate action.

- Students who have been absent through illness for up to 7 school days inclusive are asked by their teacher to complete a self-certification sickness form on their return. This form is then returned to the teacher who then gives it to the MD.
- Students who are absent for 8 school days or more are asked to provide a 'fit note' from a doctor.

Disciplinary Actions – Absences

Any student who is developing a pattern of absence, or who misses several consecutive days of school is treated in the following manner and stages:

1. First teacher meeting and warning
 2. Second teacher meeting and warning, followed by a written email by teacher (Academic Manager and MD cc'ed into email)
 3. Meeting with MD and sent a first warning letter (in certain circumstances, a final verbal warning may be issued. If a welfare issue is raised or suspected, the Welfare Officer Amanda Thorogood is advised and kept updated.)
 4. For any welfare issue, a note is made on the student's record on the database. Any welfare issues are checked on Wednesday mornings by the MD and Welfare Officer.
 5. Continued absence for no valid reason means a second visit to the MD and a second letter.
 6. Continued absence means a third visit to the MD, who will discuss the matter with the WISE Management Team, after which a final warning letter is sent, followed by dismissal if bad attendance continues.
 7. A formal dismissal letter is then sent out and the student leaves the school that week.
 8. No refund is given to students who are dismissed from the school in this way.
- The student's Emergency Contact Person is contacted for assistance if a student cannot be contacted for any reason and/or is becoming a bad attender.

Disciplinary Procedure (non-absence)

Discipline problems may consist of persistent:

- class disruption
- expressions of intolerance towards other cultures and beliefs
- expressions of extremist opinions which contradict Core British Values
- harassment or lack of courtesy towards other students or teacher
- lateness to class

The following procedure will be followed:

- Students receive two verbal warnings from their teacher. The first time the teacher will check that there are no underlying problems. The second warning (assuming there are no underlying problems) will be stricter.
- Following the two teacher warnings, the students are cautioned by the MD and there is a follow up letter sent.
- Any student showing expressions of extremist opinions will be reported to Prevent Lead, Amanda Thorogood.

- If the behaviour continues, students will receive a second written warning from the MD.
- If there is no change in behaviour, they will be asked by the MD to leave the school.
- In extreme cases, students may be required to leave the school without any previous warnings.

Extremist behaviour

If a student shows extremist behaviour, the teacher/person who witnessed this behaviour is required to inform the Prevent Lead, Amanda Thorogood, who will contact Prevent Office: Oliver Greenaway Counter Terrorism Policing South East, Surrey Police HQ, Po Box 101, Guildford, GU1 9PE. DD: 01483 630546 Mob: 07720 043980
Email: oliver.greenaway@surrey.pnn.police.uk who will then report the matter to Channel if deemed necessary.

Originator: Katie Mansfield
Written: Oct 2018
Reviewed: Oct 2019
Next reviewed: Oct 2020