



Policy	Attendance policy and reporting procedures
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1. Introduction

Beyond Horizons Academy's Procedures for Recording and Monitoring Students' Attendance (see sections 6 and 7 below) are intended to assist students to achieve their learning potential. Regular attendance at classes and examinations is expected of all students.

2. Unauthorised Absences

According to Beyond Horizons Academy's Procedures for Recording and Monitoring Students' Attendance, students must attend a minimum of 80% of their whole course of study.

If a student is absent in 3 (three) expected contacts and that absence is not authorised (see below for information on authorised absences), he/she will be given a warning by E-mail/Telephone.

Students who have been absent for 6 (six) expected contacts will be issued with a written warning stating that the student will be expelled from Beyond Horizons Academy if he/she misses 10 (ten) expected contacts. If the student is absent for 10 (ten) expected contacts, he/she will be terminated from Beyond Horizons Academy.

Finally, Beyond Horizons Academy will also notify (where applicable) the Immigration Department of the student's failure (for Overseas students on Short Term Visa) to comply with these Attendance Regulations.

3. Punctuality

Beyond Horizons Academy believes that being late for classes is not only detrimental to the academic process of the late comer, but also disruptive for the entire class. A student can be marked as absent if he/she arrives for class more than 10 minutes after the start or leaves the class more than 20 minutes before the end. All students are required to attend all of their scheduled lessons.

4. Authorised Absences

Student's absence will be authorised where Beyond Horizons Academy is notified in advance particularly in emergencies. When an authorised absence is granted, the student will be given an opportunity to catch up on any work.

Excuses for foreseen absences must be cleared with the attendance officer before the absence. Examples of foreseen situations where a student would qualify for an authorised absence are:

- Required attendance at an important family event.
- Required court attendance.
- Religious ceremonies
- Excuses for emergency absences must be reported to the attendance officer as soon as possible. Examples of emergency absences are:
 - Illness or injury (when certified by an attending physician).
 - Death or serious illness of a family member (when certified appropriately).

Students who have been absent (due to an emergency) in the previous day(s) need to return to Beyond Horizons Academy with a document of confirmation or a doctor's note in order to be admitted into their classes. If the student does not have satisfactory documentary evidence, he/she will receive a warning letter from the attendance officer.

Course Co-ordinators of each academic department at the beginning of the intake will explain how the Attendance Policy is to be implemented in Beyond Horizons Academy.

The attendance officer should advise students, whose absences are adversely affecting their studies, directly.

In the event that a teaching staff is uncertain as to whether or not a student has been granted an authorised absence, the teaching staff should make enquiry directly from the attendance officer.

5. Policy for 'No Shows'

Beyond Horizons Academy will notify the Immigration Department when a student fails to enrol with Beyond Horizons Academy by no later than 10 working days after the end of his/her prescribed enrolment period (the date by which student was to attend to enrol).

The attendance officer will write to the Immigration Department immediately confirming that the student has failed to enrol within the enrolment period. A copy of the correspondence will be kept on the student file.

6. Recording Students' Attendance

Beyond Horizons Academy will record attendance for each student for every scheduled class. Students will be required to attend at least 80% of their enrolled scheduled course contact hours. However, in exceptional circumstances this requirement may be considered where the absence has been authorised as per Beyond Horizons Academy's Procedures for Recording and Monitoring Students' Attendance.

6.1 Attendance Records

In accordance with attendance monitoring requirements by the Immigration Department (where applicable) and Beyond Horizons Academy Policy, Beyond Horizons Academy will keep attendance records for all students who will be enrolled in courses with Beyond Horizons Academy. Attendance Record (class registers) will be kept in both hard-copy and our LMS website. The day-to-day registers will form the hard copy: these will be marked by the individual class teachers and at the same time, the individual teacher will enter the data from the registers to the LMS system.

These records will be able to reflect in a cumulative manner, the percentage of attendance for each student at any time during his/her course of study. Individual subject/class attendance records for each student will also be maintained. At any time of the programme, the cumulative attendance can be viewed at the LMS system by module, duration and programme.

7. Attendance Monitoring Process

7.1 Review of Student Attendance

The attendance officer will review student attendance regularly to identify students who may be at a risk with regards to their position to meet attendance requirements. Regular assessments will be undertaken at intervals (at least once in a week) which will ensure that the attendance officer will be able to make an accurate assessment of students' attendance record. Reports of students' attendance generated from the LMS will be regularly monitored by the attendance officer (at least once in a week). Students at risk of breaching attendance requirements will be identified on these reports.

7.2 Stage 1: Contacting students who have been absent for 3 expected contacts

When a student has been absent for three expected contacts, the LMS will automatically show a designated colour mark against the name of the student. On the basis of this colour mark, the attendance officer will be able to know that a student has been absent for three expected contacts.

7.2.1 Poor Attendance Warning

When it is discovered that a student has been absent for three expected contacts, a Poor Attendance Warning will be given to the student by the attendance officer by E-mail/Telephone. The warning will remind the student of his/her obligation to maintain satisfactory attendance whilst undertaking a course of study with Beyond Horizons Academy. A copy of the communication will be kept in the student file.

(Documentation: Attendance Warning Communication, Appendix A).

7.3 Stage 2: Contacting students who have been absent for 6 expected contacts

After sending the Poor Attendance Warning at Stage 1, if the student continues to remain absent for further three expected contacts, the LMS will automatically show a designated colour mark (which is different from the colour that appears at Stage 1) against the name of the student. On the basis of this colour mark, the attendance officer will be able to know that a student has been absent for six expected contacts.

7.3.1 Written Warning Letter

A written Warning Letter will be sent to the student at this stage. This will advise the student of the consequences of his/her poor-attendance at classes, in particular, that if the student remains absent for further four expected contacts, Beyond Horizons Academy will remove him/her from Beyond Horizons Academy student Register and the Immigration Department will be notified. A copy of the written Warning Letter will be kept in the student file.

(Documentation: Poor Attendance – 2nd Warning Letter, Appendix B).

7.4 Stage 3: Contacting students who have been absent for 10 expected contacts

After sending the written Warning Letter at Stage 2, if the student continues to remain absent for further four expected contacts, the LMS will automatically show a designated colour mark (which is different from the colour that appears at Stage 1 and Stage 2) against the name of the student. On the basis of this colour mark, the attendance officer will be able to know that a student has been absent for ten expected contacts.

7.4.1 Termination Letter

The student will be terminated from Beyond Horizons Academy and his/her name will be removed from our Registers. Immediately, a written Termination Letter confirming termination of studentship at Beyond Horizons Academy will be sent to the student at this stage.

(Documentation: Poor Attendance – Final (Termination) Letter, Appendix C).

7.5 Stage 4:

The attendance officer will write (where Applicable) to the Immigration Department immediately confirming that the student has been terminated from Beyond Horizons Academy because of poor attendance. A copy of the correspondence will be kept on the student file.

(Documentation: Immigration Department Reporting Letter, Appendix D).

7.6 Cumulative Attendance below 80%

The attendance officer will also monitor cumulative attendance.

7.6.1 First written warning letter (1st warning)

If a student has not missed (ten) expected contacts but his/her cumulative attendance falls below 90%, a written warning letter (1st warning) will be issued to the student by the attendance officer and the student will be asked to contact the attendance officer regarding his/her poor attendance issue. The student will be given two weeks to improve his/her cumulative attendance.

7.6.2 Second written warning letter (2nd warning)

If at the end of two weeks, it is revealed that the students' attendance is below 85%, a 2nd warning letter/final letter will be given to the student to improve his/her cumulative attendance within the period of further two weeks. At this stage, the student will be clearly instructed that if he/she does not improve the cumulative attendance within the allocated timescale, he/she will be terminated from Beyond Horizons Academy and the Immigration Department (where applicable) will be notified immediately.

7.6.3 Termination Letter

After receiving the 2nd warning letter if a student does not improve his/her cumulative attendance within the maximum timescale allowed and if his/her absence is less than 80%, the student will be terminated from Beyond Horizons Academy and the Immigration Department will be notified immediately.

8. Detail of Procedures

8.1 Attendance recording implemented by class teachers

Students must not mark their own attendance or the attendance of other students. They must not be given unsupervised access to the attendance registers.

8.2 Marking Daily Attendance Registers

Teachers will be required to mark the attendance of students in two ways:

1. On the hard copy registers provided
2. On the LMS system

After completing the hardcopy registers, the teachers must return the register to the designated place.

8.3 Misbehaviour

Beyond Horizons Academy may exclude from class or temporarily suspend a student if they are in breach of any of our policies, but not limited to:

- Behaviour policy
- Assessment policy
- Anti-bullying and harassment policy
- Malpractice policy

9. Recording of Attendance

Registers will be printed and placed in attendance folders.

Attendance will be entered into the LMS on a daily basis by the teacher at the start of the lessons.

Individual students' attendance reports may be viewed from the LMS to assist the attendance officer to assess individual student's attendance record.

E-mail and Letters will be sent to students who are at risk with their attendance from the attendance officer.

The hardcopy attendance registers will be kept in a folder for archival purposes and in case of any fire evacuations.

10. Responsibilities for recording, monitoring, counselling and reporting on attendance

The following people have student attendance responsibilities.

- Students

- Attendance officer
- Course Co-ordinators
- Module Tutors

10.1 Students' responsibilities

All students are required to:

- ensure they attend Beyond Horizons Academy on time every day.
- attend every lesson on time.
- follow Beyond Horizons Academy procedures for attendance and punctuality at all times.

10.2 Teaching Staff's responsibilities

All Teaching Staff are required to:

- advise students of Beyond Horizons Academy Procedures for Recording and Monitoring Students' Attendance during induction.
- promote good attendance.
- start and finish classes on time.
- mark attendance and absence in the register.
- contact, or arrange for contact with the student via the attendance officer, where appropriate, wherever there is cause for concern.
- monitor and report individual and group attendance and punctuality for their classes.

10.3 Beyond Horizons Academy Management's responsibilities

The Senior Management of Beyond Horizons Academy including the Directors, Senior Leaders, Attendance officer and Course Co-ordinators are required to ensure that teaching staff:

- are aware of;
- understand;
- and implement the Attendance Recording Policy and Procedures by way of:
 - a) Staff Induction
 - b) Staff Development Sessions
 - c) Information on the class registers

The Senior Management of Beyond Horizons Academy including the Directors, Senior Leaders, Attendance officer and Course Co-ordinators are also responsible for ensuring that students:

- are inducted into the Policy and procedures;
- comply with the policy and procedures

11. Evidence and documentation to support these procedures

- Student records database in the LMS and hardcopy.
- Individual Student Attendance Records.
- Attendance Warning E-mails and Letters.
- Course Progress Records.

12. Other supporting documentation

- Medical documents.
- Letters of Support from qualified professionals.
- Other documentation to support legitimate assessment of student absences from class.

APPENDIX A Attendance Warning Communication (E-mail)

Date:

Name of the Student:

Address:

Student ID No:

Dear Mr/Mrs/Miss/Ms A,

Re: Poor Attendance, 1st Warning

Our record shows that you have been absent for 3 (three) expected contacts. You should be aware that as per Beyond Horizons Academy Procedures for Recording and Monitoring Students' Attendance, a student is required to attend at least 80% of total classes. As part of our compliance and obligation to the Immigration Department requirements, we are required to report the names of the students who fail to fulfil their attendance requirements as international students in the UK.

If there is any valid reason for your absence, you are requested to contact Beyond Horizons Academy with supporting documentation.

Under the above circumstances you are asked to attend the classes regularly to satisfy Beyond Horizons Academy Policy and Immigration Department requirements.

Yours sincerely

M Haseeb Malik
Attendance Officer
Beyond Horizons Academy

APPENDIX B Poor Attendance – 2nd Warning Letter

Date:

Name of the Student:

Address:

Student ID No:

Dear Mr/Mrs/Miss/Ms A,

Re: Poor Attendance, 2nd Warning

Our records show that you have been absent for 6 (six) expected contacts despite our 1st Warning. As mentioned to you earlier, as per Beyond Horizons Academy's Procedures for Recording and Monitoring Students' Attendance, a student is required to attend at least 80% of total classes. As part of our compliance and obligation to the Immigration Department requirements, we are required to report the names of the students who fail to fulfil their attendance requirements as international students in the UK.

Under the above circumstances you are asked to attend the classes regularly to satisfy Beyond Horizons Academy Policy and Immigration Department requirements. I strongly remind you that if you remain absent for further four expected contacts, Beyond Horizons Academy will remove your name from Beyond Horizons Academy Student Register and the Immigration Department will be notified immediately.

However, if there is any valid reason for your absence, I strongly urge you to contact Beyond Horizons Academy with supporting documentation.

Yours sincerely

M Haseeb Malik
Attendance Officer
Beyond Horizons Academy

APPENDIX C Poor Attendance – Final (Termination) Letter

Date:

Name of the Student

Address:

Student ID No:

Dear Mr/Mrs/Miss/Ms A,

Re: Poor Attendance – Final (Termination) Letter

We are writing with regret that you are not at all responding to our requests to attend classes. You have already missed 10 (ten) expected contacts despite our warnings which were issued to you. As per Beyond Horizons Academy's Procedures for Recording and Monitoring Students' Attendance, a student is required to attend at least 80% of total classes. As part of our compliance and obligation to the Immigration Department requirements, we are required to notify the names of students who fail to fulfil their attendance requirements as international students in the UK.

Under the above circumstances, Beyond Horizons Academy Management has removed your name from Student Register and has decided to report the matter to the Immigration Department immediately.

Yours sincerely

M Haseeb Malik
Attendance Officer
Beyond Horizons Academy

**APPENDIX D Immigration Department Reporting Letter – Poor attendance
To**

Address:

Our Ref: Beyond Horizons Academy

Dear Sir/Madam,

Re: Reporting about students with poor attendance.

I am writing to inform you that we have communicated with the under-mentioned student/s in order to ensure his/her/their attendance in expected contacts, however the student/s did not respond at all. Our record shows that the student/s did not attend 10(ten) expected contacts as per the rules outlined in the Procedures for Recording and Monitoring Students' Attendance of Beyond Horizons Academy.

Under the above circumstances, Beyond Horizons Academy Management has removed his/her/their name/s from Beyond Horizons Academy Student Register. The decision of Beyond Horizons Academy Management has been notified to the student/s' last known address.

The details of the students are as follows:

Name	D.O.B	Beyond Horizons Academy Reg. No	Address	Contact Number

Please feel free to contact me if you have any queries regarding the above student/students.

Yours sincerely

M Haseeb Malik
Attendance Officer
Beyond Horizons Academy

APPENDIX E Immigration Department Reporting Letter - no shows

Address:

Our Ref: Beyond Horizons Academy/REP/00000

Dear Sir/Madam,

Re: Reporting about students' no shows.

I am writing to inform you that the under-mentioned students have obtained visa/took admission but failed to enrol within the prescribed enrolment period of Beyond Horizons Academy.

Under the above circumstances, I am reporting the status of the student/s for your necessary action. The decision of Beyond Horizons Academy Management has been notified to the student's last known address.

The details of the students are as follows:

Name	D.O.B	Beyond Horizons Academy Reg. No	Address	Contact Number

Please feel free to contact me if you have any queries regarding the above student/s.

Yours sincerely

M Haseeb Malik
Attendance Officer
Beyond Horizons Academy

Date:

Name of the Student:

Address:

Student ID No:

Dear Mr/Mrs/Miss/Ms A,

Re: Poor Cumulative Attendance – 1st Warning Letter

Our record shows that your cumulative attendance has fallen below 90%. As per the Beyond Horizons Academy Procedures for Recording and Monitoring Students' Attendance, a student is required to attend at least 80% of total classes. As part of our compliance and obligation to the Immigration Department requirements, we are required to report the names of the students who fail to fulfil the requirements of their immigration category as international students in the UK.

Under the above circumstances you are asked to attend the classes regularly to satisfy Beyond Horizons Academy Policy and Immigration Department requirements. You are asked to contact my office immediately to discuss your attendance issue. You will be given two weeks' time to improve your cumulative attendance. I strongly remind you that if your attendance does not improve within this period, you may be given a 2nd/ Final warning letter to improve your attendance and further two weeks may be allocated to you to improve your attendance, failing which means that, Beyond Horizons Academy will remove your name from Beyond Horizons Academy Student Register and the Immigration Department will be notified immediately.

However, if there is any valid reason for your absence, I strongly urge you to contact Beyond Horizons Academy with supporting documentation.

Yours sincerely

M Haseeb Malik
Attendance Officer
Beyond Horizons Academy

APPENDIX G 2nd/ Final Warning Letter

Date:

Name of the Student:

Address:

Student ID No:

Dear Mr/Mrs/Miss/Ms A,

Re: Poor Cumulative Attendance – 2nd/Final Warning Letter

Our records show that your cumulative attendance is below 80% despite our 1st warning letter and meeting. As per the Beyond Horizons Academy Procedures for Recording and Monitoring Students' Attendance, a student is required to attend at least 80% of total classes. As part of our compliance and obligation to the Immigration Department requirements, we are required to report the names of the students who fail to fulfil the requirements of their immigration category as international students in the UK.

Under the above circumstances you are hereby given another two weeks' time to improve your cumulative attendance. I strongly remind you that if your attendance does not improve within this period, Beyond Horizons Academy will remove your name from Beyond Horizons Academy Student Register and the Immigration Department will be notified immediately.

However, if there is any valid reason for your absence, I strongly urge you to contact Beyond Horizons Academy with supporting documentation.

Yours sincerely

M Haseeb Malik
Attendance Officer
Beyond Horizons Academy

APPENDIX H Termination Letter

Date:

Name of the Student
Address:

Student ID No:

Dear Mr/Mrs/Miss/Ms A,

Re: Poor Cumulative Attendance – Termination Letter

We are writing with regret that you are not at all responding to our requests to improve your cumulative attendance. Your cumulative attendance is still below 80% despite our warnings which were issued to you. As per the Beyond Horizons Academy Procedures for Recording and Monitoring Students' Attendance, a student is required to attend at least 80% of total classes. As part of our compliance and obligation to the Immigration department requirements, we are required to notify the names of students who fail to fulfil the requirements of their immigration category as international students in the UK.

Under the above circumstances, Beyond Horizons Academy Management has removed your name from Beyond Horizons Academy Student Register and has decided to report the matter to the immigration department immediately.

Yours sincerely

M Haseeb Malik
Attendance Officer
Beyond Horizons Academy

**APPENDIX I Immigration Department Reporting Letter -
Students with poor cumulative (below 80%) attendance.**

To

Address:

Our Ref: Beyond Horizons Academy

Dear Sir/Madam,

Re: Reporting about students with poor cumulative (below 80%) attendance.

I am writing to inform you that we have communicated with the under-mentioned student/s in order to ensure his/her/their cumulative attendance (at least 80%) as per Beyond Horizons Academy Procedures for Recording and Monitoring Students' Attendance), however the student/s did not respond at all. Our record shows that the student/s cumulative attendance is still below 80% despite our repeated warnings. Under the above circumstances, Beyond Horizons Academy Management has removed his/her/their name/s from Beyond Horizons Academy Student Register. The decision of Beyond Horizons Academy Management has been notified to the student/s' last known address.

The details of the students are as follows:

Name	D.O.B	Beyond Horizons Academy Reg. No	Address	Contact Number

Please feel free to contact me if you have any queries regarding the above student/students.

Yours sincerely

M Haseeb Malik
Attendance Officer
Beyond Horizons Academy