

IJ Tours Ltd t/a “International House Manchester or IH Manchester”

Lateness, Absence, Holiday and Withdrawal Policy

Lateness

IH Manchester is a relaxed school in many ways but recognises that persistent lateness by some students can have a negative effect on the whole class. So, to avoid harmful interruption:

- Students must be on time for class. Students who are late cannot enter the classroom. They will be given study work of their choosing to complete by a member of academic management.

We do recognise that students often have legitimate reasons for being late for class. In these instances:

- Students who ring the school phone, +44161 288 0212, before the start of class will be admitted to class up to 15 minutes after the start of class.
- Students arriving after 15 minutes will be given study work of their choosing to complete by a member of academic management.

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

Absence

Students at IH Manchester must attend **ALL** classes. Please refer to the attendance policy. In some cases, students may apply for an authorised absence or a holiday from the Principal 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

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These instances are not valid reasons for absence

- Leisure or work related appointments and activities
- Sickness without a doctor's note
- Non urgent family appointments and activities
- Minor illnesses

To have any of the above authorised you must provide evidence, for example: a doctor's note or an appointment letter. Your evidence must be given to reception in person or by email at reception@ihmanchester.com.

If someone else is paying for your course

If someone else pays for your course (your embassy, your work or your school), we must inform them of your absence request, which they might refuse.

Disciplinary Procedure for Persistent Absence

At IH Manchester we are proud of the courses we deliver and want them to meet the needs of our students. We recognise part of our responsibility is having a robust attendance policy., which consists of 4 parts:

- Stage 1- Initial Talk- When a student's attendance falls below 90%, a member of academic management will speak to the student to call attention to the attendance rate and check with the student if there are any underlying 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's attendance will continue to be monitored. When attendance drops further or continues to be very poor, a verbal warning will be issued by a member of academic 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's attendance will continue to be monitored. When attendance drops further or continues to be very poor, a written warning will be issued by the Director of Studies or 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'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 to leave the course immediately. No refund will be forthcoming. This is an extremely rare outcome but one which is possible.

Please note that under certain circumstances IH Manchester, under its terms and conditions, reserves the right to expedite the process.

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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 your 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.

If you need to be absent for any other special circumstances, please discuss it with the Principal.

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. You may not take your holiday in advance. The missed weeks can be added to the end of your course.

1 – 11 weeks course	No holiday
12 - 23 weeks course	1 week holiday
24 - 35 weeks course	2 weeks holiday
36 - 47 weeks course	3 weeks holiday
48 - 59 weeks course	4 weeks holiday

To apply for a holiday you must ask the Principal, who is found in the Office.

All students have a school holiday for 2 weeks over the Christmas period and 5 national bank holidays.

Withdrawal from International House Manchester

If you have any doubts about continuing on your course, discuss it with someone before making your decision. You can inform the Principal or the Welfare Officer. We will talk about these problems together to help you make a decision. If you decide to withdraw from your programme you must write to the Principal, describing your reasons and giving your last date at school.

Leaving International House Manchester early and your visa

If you are on a visa and leave the school earlier than your original course end date, International House Manchester is required to inform the Home Office. This may affect your visa status.

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