

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

### Attendance, Holiday and Withdrawal Policy

#### Policy statement

IH Manchester wants to ensure that students and footballers have access to high-quality courses and that they have the opportunity to achieve their full potential. A key factor in achieving this is regular attendance and consistent punctuality, which we aim to promote.

#### Policy aim

This policy:

- aims to promote good punctuality and attendance
- describes the disciplinary procedure in the case of poor punctuality or repeated absence
- details who can request a holiday and how
- sets out procedures for finishing a course early

#### Key contacts

Role	Name	Contact details
Principal	John O'Leary	In person in school Email <a href="mailto:john@ihmanchester.com">john@ihmanchester.com</a>
Academic Management	Joseph Baker	In person in school Email <a href="mailto:joseph@ihmanchester.com">joseph@ihmanchester.com</a>
Academic Management	Marie Pepper	In person in school Email <a href="mailto:marie@ihmanchester.com">marie@ihmanchester.com</a>
Head of Football Administration	Sam Launay	In person in school Email <a href="mailto:sam.launay@ihmanchester.com">sam.launay@ihmanchester.com</a>
Welfare and Accommodation Manager	Jordan Clark	In person in school Email <a href="mailto:jordan.clark@ihmanchester.com">jordan.clark@ihmanchester.com</a>

#### Attendance

##### Lateness

IH Manchester is a relaxed school in many ways, but we understand that learners being late can have a negative effect on everyone. It is both disruptive and disrespectful to the teachers or coaches and to the other learners in the group who arrived on time, as well as having a negative effect on the learner's own development. Therefore, at IH Manchester, all sessions will start on time, and we expect everyone to be ready on time for them.

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However, we do understand that sometimes problems happen, especially with public transport in the city. This policy explains our rules about learners arriving late.

- Students or players who have a problem on the way to their **first session of the day** and who **ring or WhatsApp** before the start of the session will be allowed to enter **up to 15 minutes** after the start.
- Students or players who arrive **after** 15 minutes will **not** be allowed to enter the session. They will have the option of being given some work to do by an academic manager or coach.
- Students who arrive late for a session after their first session of the day may not be allowed to enter unless they have asked the teacher or coach before.
- Student or players who are **late frequently** will be spoken to about this problem, and if it continues the school will **remove the 15-minute rule** and **not allow** the students or players to enter sessions if they arrive late.

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

## Absence

Students or players at IH Manchester must attend **ALL** activities. In some cases, students or players may apply for an authorised absence. This must be made to a member of management (see key contacts above) in advance.

### Authorised Absences

Please note that only certain reasons can be considered for authorised absences, for example:

- Medical appointments
- Sickness with a doctor's note
- Police appointments
- Visa/passport office appointments
- Embassy appointments
- Job Centre appointments
- Family emergencies
- Religious holidays

To have any of the above authorised, students or players must provide evidence, for example, a doctor's note or an appointment letter. Evidence must be given **IN ADVANCE** to a member of management.

## Unauthorised Absences

These instances are examples of invalid reasons for absence

- Leisure or work-related appointments and activities
- Sickness without a doctor's note
- Non urgent family appointments and activities
- Minor illnesses
- Any authorised absence that was not requested in advance

**IHM academy football players failing to attend, without prior authorisation, a morning lesson (English or football development) will not be allowed to attend that afternoon's training.**

## If someone else is paying for the course or if the student is under 18

If a third party pays for the course (embassy, work or school), we will inform them of an absence request, which they might refuse. For over-18s, the school will report any absence longer than 3 days. For under-18s all absences are reported to relevant stakeholders (parents, agents, embassy etc).

## Disciplinary Procedure for Repeated Absence or Lateness

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

- Stage 1- Initial Talk- When a student or player's attendance falls below 90%, a member of management will speak to them to call attention to the attendance rate or poor punctuality and check any reasons for the falling attendance. The aim is to discuss the reason for the issue and find a solution.
- Stage 2- Verbal Warning- In the two weeks following the initial talk, the student or player's attendance or poor punctuality will be monitored. For continuing issues, a verbal warning will be issued by a member of 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 or player's attendance or poor punctuality will continue to be monitored. For continuing issues, a written warning will be issued. 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 or player's attendance or poor punctuality will continue to be monitored. For continuing issues, a final warning will be issued, noting that the next step is exclusion. 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 issues, IH Manchester will ask the student or player to leave the course immediately. No refund will be given. This is an extremely rare outcome, but it is possible.

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Please note that under certain circumstances and under its terms and conditions, IH Manchester reserves the right to accelerate the process. For players on the IHM football academy a period of ‘time out’ from the football coaching sessions will be issued at each stage of this disciplinary procedure.

### Certificates

At the end of their course, students or players are given a certificate that shows the number of hours and type of course completed, the dates they attended and, where relevant, the level at which they were working. To receive a certificate, students or players must have an overall attendance of at least 80%. Those failing to attend 80% of their lessons or training will receive a letter confirming their presence on the course. In exceptional circumstances and at the sole discretion of the principal, students with less than 80% attendance may be given a certificate. These requests should be made in writing to the principal.

### Absence due to special circumstances

Students are entitled to 4 weeks for maternity and 2 weeks for paternity. This is counted as holiday and those missed weeks can be added onto the end of their course. To apply for maternity or paternity leave we need a medical note. This note must be given to the principal. Being absent from school to look after a child it is not an authorised absence.

Students or players who require a holiday for any other special circumstances should discuss it with a member of management.

### Holidays

Students on a course for less than 12 weeks are not allowed a holiday. Students on a course for 12 weeks or more have a 1 week of holiday allowance for each 12 weeks of course. The missed weeks will be added to the end of the course.\*

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

Holidays can be requested by contacting a member of academic management.

The school and academies are closed on UK bank holidays.

\*please note, this does not apply to footballers. Holiday requests for under-18s must be made by a guardian or an authorised individual acting on their behalf. Where someone other than a student is paying for a course, permission must be granted by the relevant stakeholder.

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## Withdrawal from International House Manchester

### If a student wants to finish their course early

If a student or player has any doubts about continuing their course, they should discuss the issue with a member of management before making their decision. They will talk about these problems together with the student to help them decide. If a student decides to leave their course early, they must inform a member of management in writing of their reasons and give their final date at school.

### Leaving International House Manchester early and visa

If a student or player is on a visa and leaves the school earlier than their original course end date, International House Manchester may be required to inform the Home Office. This may affect their visa status.