International House Manchester

ATTENDANCE, HOLIDAY AND WITHDRAWAL POLICY

Policy statement

IH Manchester wants to give students great courses and help them reach their full potential. To do this, it is important that students come to lessons regularly and arrive on time. We encourage everyone to follow this.

Policy aim

This policy:

- Aims to encourage good timekeeping and regular attendance.
- Explains what happens if someone is often late or absent.
- Gives information on who students can ask for a holiday and how to do it.
- Describes the steps to follow if a student wants to finish their course early.

Key contacts

Role	Name	Contact details
Principal	John O'Leary	In person in school Email john@ihmanchester.com
Academic Management	Joseph Baker	In person in school Email joseph@ihmanchester.com
Academic Management	Marie Pepper	In person in school Email marie@ihmanchester.com
Welfare and Accommodation Manager	Jordan Clark Claire Bouédo	In person in school Email jordan.clark@ihmanchester.com Email claire.bouedo@ihmanchester.com

Attendance

ATTENDANCE MANAGEMENT PROCEDURE

Group classes

1. At the start of their course, IH Manchester makes sure we can contact all students, and that they can contact us, so communication goes both ways.
2. Teachers complete attendance registers by the end of each class.
3. The Director of Studies checks attendance records and notes if a student is absent for two days in a row or more.
4. If a student misses two days in a row, the school will contact them. The appropriate member of the school team will answer any reply.
5. We check attendance every week to find any problems. When needed, students are contacted. If absences continue, the school will start the disciplinary procedure for repeated absences.

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IJ Tours Ltd trading as "International House Manchester" - Company number: 5813751 School Address: Arthur House, Chorlton Street, Manchester. M1 3FH

MEMBER ENGLISH UK

1:1s

1. If the student does not arrive within the first 5 minutes of the class, they will be sent a message
2. The appropriate member of the school team will answer any reply.

LATENESS

IH Manchester is a friendly school, but we know that being late can cause problems for everyone. It can interrupt the lesson, show a lack of respect for teachers and classmates, and slow down the late learner's progress. So, all lessons at IH Manchester will start on time, and we want everyone to be ready when the lesson begins.

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 who have a problem on the way to the first class of the day and who ring or message on WhatsApp before the start of the session will be allowed to enter up to 15 minutes after the start.
- Students who arrive after 15 minutes will not be allowed to enter the class. They will have the option of being given some work to do by an academic manager.
- Students who arrive late for later classes of the day may not be allowed to enter unless they have asked the teacher before.
- Students 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 to enter sessions if they arrive late.

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

Absence

Students at IH Manchester must attend **ALL** classes. In some cases, students may ask 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 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

IF SOMEONE ELSE IS PAYING FOR THE COURSE

If a third party pays for the course (embassy, work or school), we will tell them of an absence request, which they might refuse.

DISCIPLINARY PROCEDURE FOR REPEATED ABSENCE OR LATENESS

At IH Manchester, we are proud of the courses we offer and want them to meet the needs of our students. To help everyone stay on track, we have a clear attendance policy. This includes the following steps:

1. Initial Talk

If a student's attendance drops below 80%, a manager will speak to them. This is to highlight the low attendance or poor punctuality and check if there is a reason for it. The aim is to understand the issue and find a solution together.

2. Verbal Warning

For the next two weeks, we will monitor the student's attendance or punctuality. If the problem continues, a manager will give a verbal warning. We will again try to understand the issue and look for a solution. Parents, sponsors, or other stakeholders may be informed.

3. Written Warning

If the issue continues in the two weeks after the verbal warning, a written warning will be given. We will again discuss the problem and try to find a solution. Sponsors, or stakeholders will be informed.

4. Final Warning

If there is still no improvement after another two weeks, a final warning will be issued. This will explain that the next step could be exclusion. Sponsors, or stakeholders will be informed and warned about the consequences of exclusion.

5. Exclusion

If the problem continues, the student will be asked to leave the course immediately. No refund will be given. This step is very rare but is possible.

Please note that IH Manchester may speed up this process in certain situations, following our terms and conditions.

CERTIFICATES

At the end of their course, students get a certificate. This shows how many hours they studied, the type of course, the dates they attended, and their level, if applicable. To get a certificate, students must attend at least 80% of their lessons. Students who attend less than 80% will receive a letter to confirm they were on the course. In special cases, the principal may decide to give a certificate to a student with less than 80% attendance. These requests must be made in writing to the principal.

ABSENCE DUE TO SPECIAL CIRCUMSTANCES

Students can take 4 weeks off for maternity and 2 weeks off for paternity. These are counted as holiday, and the missed weeks can be added to the end of the course. If students need a holiday for other special reasons, they should speak with a member of management.

Holidays

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 or made up during the course if possible.*

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

Students can ask for a holiday by completing the Holiday Application form available at reception. Applications need 1 week's notice and are answered within 48 hours.

The school is closed on UK bank holidays.

*Where someone other than a student is paying for a course, permission must be granted by the relevant stakeholder.

Withdrawal from International House Manchester

IF A STUDENT WANTS TO FINISH THEIR COURSE EARLY

If a student 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.