



## Attendance Policy: Pre-Sessional

(Given to all students on day 1)

You have come to study at LSI Portsmouth to develop the language and study skills you will need to succeed at a British university. In order for you to achieve this and to guarantee your progression onto an academic course, it is vital that you do 4 things– you should:

- 1) **Attend all classes and tutorials (90% minimum)**
- 2) **Complete and pass all assessments**
- 3) **Make satisfactory progress**
- 4) **Produce work equivalent to the IELTS level stated in your university offer letter by the end of the course**

Your teacher will mark your attendance in the register every day and this will be checked weekly. All absences **for any reason** are counted. This means, for example, that even if you are very sick and you need to miss some days of school, your attendance rate will drop.

If we are worried about your attendance at any point during this course, the following procedure will be followed:

- Your teacher will talk to you about your attendance and ask you to come to all of your lessons from then on. This will be written on your tutorial form.
- If your attendance continues to be a problem and drops below 90%, you will need to have a meeting with the Director of Studies to explain your absences. This will be your first warning.
- If you continue to miss lessons after this and your attendance continues to be low, the Principal will speak to you and you will receive a second warning.
- If after this there is still no improvement, you will receive your final warning from the Principal. Copies of this warning may be given to your sponsor, your agent and your parents.
- If your attendance is under 90% at the end of the course (for any reason, including illness, embassy appointments and so on), you will fail your Pre-Sessional and LSI Portsmouth must tell the University.

**If you needed a Student Visa to enter the UK this could be a serious problem as we:**

- May have to exclude you from the course and ask you to leave LSI Portsmouth– this means we would need to inform UK Visas and Immigration (UKVI) and you would need to leave the UK.
- May not be able to give you a satisfactory progress and attendance report for your visa renewal application; this will mean that it will be impossible for you to receive a new visa (which would make it impossible for you to continue your studies at university in the UK).
- Have a legal obligation to inform the UK Visas and Immigration (who are responsible for educational visas) if you are absent without permission for **10 or more consecutive days** in which case your visa could be cancelled and you would have to leave the UK.

### **Authorised and unauthorised absences**

There are two types of absences on the Pre-Sessional: authorised and unauthorised. Both count towards your attendance. An **authorised** absence means that **the school gives you permission to be absent**.

This can happen in two situations:

- 1) You are **very** sick (e.g. food poisoning, a fever, asthma attack etc.) **and you call the school to tell us before 8.30am**. The phone number for the school is **02392 291811**.
- 2) You know in advance that you need to be absent for reasons such as:
  - Hospital appointments (i.e. not with the GP)
  - Embassy appointments
  - Meetings with University Supervisors
  - Police registration

In this case, you need to:

1. Ask for a Permission to be Absent Form from your teacher at least a few days before
2. Complete the form with information about when and why you need to miss school
3. Give the completed form to your teacher
4. Your teacher will take this form to the Director of Studies. If the Director of Studies agrees that you have a good reason, he will sign the form and give you permission.
5. On the day of your absence, your teacher will write in the register that it is an "authorised absence".

An **unauthorised** absence means that **you do not have permission** to be absent. For example:

1. You are sick but you do not call the school before 8.30am
2. You miss school for any of the following reasons:
  - GP (doctor's) appointments
  - Feeling tired
  - Appointments to install internet/telephone/satellite
  - Appointments with landlords
  - Meeting friends or family at the airport

If you have two or three unauthorised absences, you may receive a formal warning from the Director of Studies about your attendance.

**Please remember that even if you are absent, it is important that you still do your homework. It is your responsibility to contact the school or your classmates to find out about homework and to make sure that it is done on time.**

### **National and religious holidays and festivals**

It is also important to remember that the LSI Portsmouth Pre-Sessional courses are for students of many different nationalities. It is possible that there may be a religious holiday or national day during this course that is important to you. While we recognise their importance, unfortunately, due to the 90% attendance required by the University of Portsmouth, it is not possible to allow these days as authorised absences. Consequently, if a student decides to take these days off, they will have to be counted as unauthorised absences. There is a real danger that if a student takes unauthorised absences and later in the course requires time off due to sickness or emergencies, they

will not achieve the minimum 90% attendance and this could lead to course failure. **We would therefore strongly recommend wherever possible for students not to take this time off.**

### **Punctuality**

As well as coming to class, you must also be on time. Punctuality is very important in the UK. In fact, some university lecturers lock their door when the class starts so even if you are only a few minutes late, you cannot enter the room! At LSI Portsmouth, you should try to arrive 5 minutes before your class starts so that you are ready to start when your teacher arrives. If you arrive late for your lesson, your teacher will note this down in the register including the number of minutes that you are late. If you are more than 15 minutes late, your teacher will mark you in the register as "Absent" and they may not let you join the lesson. In this case, you will need to return at the start of the next lesson (e.g. after the coffee break).