



**ISE - Intensive School of English Language Limited**

ISE HOVE: 2 The Drive, Hove, East Sussex, BN3 3JA, UK

Tel: +44 (0) 1273 74 9244 / +44 (0) 1273 357224

*E-mail:* [hovereception@ise.uk.com](mailto:hovereception@ise.uk.com) *Web:* [www.isehove.com](http://www.isehove.com)

*Facebook:* @ISE Hove / *Instagram:* @ise\_hove / *Twitter:* @EFLteacherISE

## **ISE Attendance Policy**

All students enrolled at ISE are expected to attend 100% of their planned course. Experience has shown that full attendance is essential for students to gain maximum benefit from their lessons and to develop effective relationships with staff and peers. The Attendance Officer monitors all students' attendance and follows up absences, during the lesson in the case of students under 18 years of age, and within 24 hours in the case of adult students.

It is likely that some students will be absent, on occasion, due to unavoidable or unforeseeable circumstances. Absence caused by certificated illness, medical (or other urgent) appointments or agreed holidays will normally be counted as attendance, always at the discretion of the Attendance Officer.

In the case of absence caused by an emergency, the Attendance Officer will decide on the classification. Students or their parents / guardians must inform ISE, within the agreed time limits, of any circumstances which will result in absence.

It is the responsibility of students or their parents/ guardians to do this.

Homestay families should inform the school immediately if they believe a student is not attending school and if possible, detail the reason.

Students with attendance problems will be counselled by the Attendance Officer in an effort to resolve the difficulty.

The school is obliged to inform the UKBA if Tier 4 students are absent without an agreed reason. This may result in loss of sponsorship. Please see detailed Tier 4 student information for more details.

In case of uninformed or unexplained absence the decision of the Attendance Officer will always be final.

If students wish to adjust their mode of attendance, this can be possible, and students should approach reception in the first instance.



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### **ISE Attendance Procedure – Students**

**Q: How do you improve your English?**

**A: Come to lessons every day and on time. 😊**

### **For the attention of all students**

- **You must attend all lessons and tutorial meetings on your timetable.**
- **If you have a hospital or other urgent doctor's appointment during school time you must inform reception as soon as you know about it. Please show your**
- **appointment card if you have one.**
- **If you are ill you must telephone or email the school before 0830 on the day you are ill.**

**Contact:**

**Brighton**

**01273 384800**

**[brightonreception@ise.uk.com](mailto:brightonreception@ise.uk.com)**

**Hove**

**01273 749244**

**[hovereception@ise.uk.com](mailto:hovereception@ise.uk.com)**

### **Important notice**

**If your attendance falls below 80%, ISE cannot give you a certificate or letters for Council Tax, Banks, student discount cards etc  
ISE will not give you an attendance certificate if you attend less than 80% of your lessons.**



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### Attendance Checking Procedure - Administration

1. Registers are collected from reception and completed by the teachers at the start of the lesson. For all students under 18 or students sponsored by a local authority they must physically sign in at reception on arrival.
2. For students under 18 or sponsored by a local authority, students are telephoned within 15 minutes of absence to ascertain where they are. In case there is no answer the school will then contact their residential address, social worker or supervising authority in that order
3. For all other students Teachers hand the completed registers to reception at 11am which is the break time, then Reception telephones all absent students who have not been excused and verifies the reason for absence, the following codes are put in the notes for clarity:

CF	Course Finished
I	Illness
VM	Voice mail left
H	Holidays
UM	Unavailable to leave a message
PTS	Part time Student
P	Promoted
WN	Wrong Number

4. Reception will record absences on registers with the following codes:

UA = Unauthorised Absences

or

A = Authorised Absences

or

PTS = Part Time Student

In addition to this all students will have the following codes marked in the 'Visa' column used to define the type of visa the student has if required by UKBA.

The codes are:

N	No Visa required
T4	Tier 4
V	Visitor
SV	Student Visitor
ESV	Extended Student Visitor
F	Family
S	Spouse / Dependent Visa
Ref	Refugee / Asylum seeker



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CSV	Child Student Visitor
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5. A warning letter is sent to the student after a total of 5 unpermitted absences have been recorded.

6. If a tier 4 student is recorded as having been definitely absent without permission on 10 school days (i.e. Monday to Friday but discounting public holidays) a report is transmitted to the UKBA website.

7. Responsibility for the operation of this system lies with the attendance officer of each school.

8. Responsibility for recording attendance daily lies with the teaching staff of the school and absences with the attendance officer.

9. ILP's also contain a record of attendance and this will be recorded and discussed with individual students at their tutorials.

10. Credit for a lesson missed will only be given if 7 days notice has been given to reception, this can be done by email [hovereception@ise.uk.com](mailto:hovereception@ise.uk.com) or in person at reception or by telephone 01273749244.

11. All Tier 4 students are given a copy of the Tier 4/CAS regulations on arrival.



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Dear Tier 4 Applicant

### **CAS – Tier 4 Regulations**

Please understand that as you are enrolling under the CAS system the rules are very strict about attendance and progress.

As a school we will only issue CAS for students that can commit to studying a minimum of 36 weeks with ISE. All fees must be paid in advance or Government Sponsorship documents must be provided before any CAS is issued.

You must provide a recent IELTS test certificate in order to enrol under a CAS. We may also ask you to complete our own test and conduct an oral interview.

We will keep records of attendance and progress for each class. If you miss more than 10 classes (for any reason) we have no choice but to inform the UKBA. If you start late or finish early, we also have an obligation to inform the UKBA.

Once the CAS is assigned we cannot refund any fees, change any course dates or reimburse any money. We also cannot transfer any fees to any other person or student.

If you attend for less than 15 hours per week we are also obliged to inform the UKBA, automatically using the on-line system.

During your course we will ask you to sign in at Reception every day. If you do not arrive at school we will automatically begin a process to contact you and record this information.

You must stay in class for the full contact hours; if you leave the class early without permission or good reason this will be marked as a missed contact.

The UKBA may request your attendance record at any time.

We take your attendance at school very seriously. If you do not attend, do not supply reasons for absence, or are misleading to the school officers with any aspect of your study at ISE, we reserve the right to withdraw sponsorship (revoke your CAS). If we withdraw sponsorship you will have to leave the UK or find another school to issue a CAS within 14 days.



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If we withdraw your sponsorship you will forfeit all tuition fees that have been paid in advance.

At the end of your CAS, your new college / University will need to send evidence of your progress to get your next CAS. This can be as another IELTS test. This test must be submitted along with the new CAS application.

I hope all of this is clear,

Yours faithfully,

Lawrence Eke MD

### **Document history:**

28 April 2011 (Elliot Eke) First draft.

10 September 2012 (Elliot Eke) Revised and agreed.

17 December 2013 (Lawrence Eke, Anna Bernardi) Revised and agreed.

7 December 2014 (Lawrence Eke, Amends from C. Edge & Elliot Eke)

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24 January 2020 (Lawrence Eke) revised and agreed

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