



Attendance Policy

Attendance at Aspire Academy is mandatory. Students must attend all classes and take responsibility for their own learning. Learning is a shared experience and students are expected to participate in the promotion of collective understanding. Once enrolled, students are committed to academic success. Students must attend and adhere to the fully booked schedule. To achieve this, we have an efficient system to help us track participation.

Absence can be an indicator of academic or personal problems of many kinds. Therefore, all relevant staff, including tutors, must know which students are regularly attending and which are not. Where attendance issues are identified, the management will take the necessary steps. Unexplained absence is not acceptable and may lead to exclusion from the course.

Below are the procedures to be followed to monitor and deal with non-attendance.

Procedures for dealing with attendance

- Tutors need to be clear to students that they are expected to attend classes and tutorials. Tutors should point out that students' may be excluded from their course if they fail to attend regularly.
- Academy staff, including tutors, is responsible for monitoring attendance. Tutors should have accurate and up-to-date group profiles of students who should be attending.
- The academy has a required level of attendance set at 80%.
- Where there is a systematic non-attendance, the student will be contacted.

Such contact will:

- Remind the student that classes have been missed;
- Remind the student of the importance of attending all classes;
- Request an explanation as to why classes have been missed;
- Invite the student to discuss with their tutor or a member of the management team any problems they might be experiencing that could be the cause of their low attendance.

International Students

Students Studying courses at RQF level 3 or below:

Students must attend a minimum of 15 hours per week of classroom study. Where the student has not reached 80% attendance of their classroom-based study in any given month, they will be required to provide reasons for non-attendance. Records of reasons of non-attendance and actions agreed with the students and academy will be kept on individual files to monitor future attendance.

Where a student's attendance falls below 70% for three consecutive months, the academy will withdraw enrolment due to lack of academic engagement unless there are exceptional and evidenced reasons for the non-attendance.

The academy has a legal obligation to report the continued absence to the UKVI so that the concerned departments can take the necessary action. If a student is reported to the UKVI it



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may result in the current leave being curtailed or invalid, which may lead to the removal from the UK.

Authorised Absence: Sickness Absence

If you are unable to attend the academy for health reasons, you must notify the academy by email at admin@aspireacademi.co.uk. If at least four consecutive lessons are missed for health reasons, you must provide valid proof of leave.

Special Leave

Special leave can be granted for a wide variety of reasons, including bereavement, attending court, maternity, domestic distress, or attending an educational event. Evidence of special leave must be submitted. Leave will be granted at the discretion of the management.

Holiday leave

Students should avoid booking holidays during term time as this will not be authorised.