



Attendance Monitoring and Reporting Policy

Scope

This policy applies to all international Non-EU students who have entered the UK under Short-term UK Visas & Immigration (UKVI) regulations. Cambridge Management and Leadership school will not only look after students but also ensure that attendance are recorded properly, monitored effectively to ensure its accredited institution compliance with UKVI regulations.

Enrolment

All international students are required to enrol within 10 working days following the commencement of their studies as specified in their Offer letter. Any student who fails to enrol within this specified time except on exceptional circumstances will be reported to UKVI.

Verification

All international students are required to sign the enrolment form, present their passport & short-term study visa with original educational documents (attested) face to face to the admission officer. Documents will be scanned and photocopied by the Admission officer and countersigned by him/her. Any student who fails to complete the verification process within 10 working days reported to UKVI.

Attending classes

Cambridge Management and Leadership school will monitor students' attendance on weekly and monthly basis. Students' contacts are determined by (not exhaustive list)

- attending lectures;
- attending for the purposes of assessment;
- submitting assignments within deadlines; and
- attending meetings with tutors

Any unsatisfactory attendance (less than 85%) will result into sending the warning letter (email & postal) to the student to improve his/her attendance. Failure to comply with attendance terms and conditions (rules) will result into further actions including reporting to UKVI.

Authorised absence

If students have serious illness, they must inform to the tutor as well as. In such severe circumstances, students can apply for 4 weeks authorised absence with the approval of Principal. Students must complete the notice of Absence Form. If students remain absent without notification, their unauthorised absence will be reported to UKVI.

Reporting

Cambridge Management and Leadership school further report to UKVI if a

- Student is unable to study due to circumstance changes;
- Student admission is cancelled due to unsatisfactory attendance; and
- Student withdraws from the course.

Principal (or Administrator and Welfare Office), on the behalf of the school, will notify to UKVI.

Review

This policy will be reviewed on regular basis to ensure the school will remain compliant with Immigration rules which are subject to change by UKVI.