



## ENGLISH LANGUAGE SUPPORT CLASSES: ATTENDANCE GUIDELINES

These guidelines cover adults studying in the **English Language Support** classes for refugees and asylum seekers.

We do not accept people under the age of 18.

### ELC ATTENDANCE REQUIREMENTS

Places in the class are offered on the basis that students attend all classes, with a minimum attendance of 70% and understand that poor attendance may result in withdrawal from the class.

The ELC monitors attendance regularly.

### ATTENDANCE RECORDING

Teachers will complete the register for every class as follows:

- 1 = present
- 0 = absent

ELC Operations will check the register after each class. When a student is unable to attend a class, the [online absence form](#) must be completed or an email can be sent to [abselc@liverpool.ac.uk](mailto:abselc@liverpool.ac.uk).

Absences will either be authorised or not authorised.

#### Authorised Absences

- asylum/refugee status meetings
- illness (including COVID-19)
- religious festivals (one day per significant festival)
- language tests (e.g. IELTS)
- job interviews



- hospital and doctors' appointments

### **Unauthorised Absences**

Unauthorised absences are when we are aware of the reason for a student's absence, but it is not in the list above. Unauthorised absences include (but are not limited to):

- illness which ELC Operations have not been told about.
- general housing matters
- childcare and schooling arrangements
- meeting family or friends

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### **CALCULATING STUDENT ATTENDANCE**

Attendance is calculated from the first class attended to the end of the block of classes. Once students have registered at the University, they are expected to re-start their studies on the first day of each stage (if their period of study includes an ELC holiday period). This means that if they return late after a holiday period, the days they miss count as **unauthorised absences**.

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### **GRACE PERIOD – FOLLOWING A HOME OFFICE RELOCATION NOTIFICATION**

We understand that students in this class can often be moved by the Home Office with little or no notice and this can understandably be upsetting and disruptive. In view of this and to try to accommodate these circumstances, we will allow a grace period of 3 weeks to any student who is moved. This period starts from the date they are relocated. During this period, ELC Operations will keep in contact with them to establish whether they are still able to attend both classes.

We are unable to hold places open indefinitely because of other students on the waiting list and so if it becomes clear that they cannot attend regularly we will need to remove them from the course and withdraw them on Banner. The student will be notified of this.