



## PRE-SESSIONAL ENGLISH (PSE): ATTENDANCE GUIDELINES

These guidelines cover all PSE students who are registered with the English Language Centre (ELC).

These guidelines are in line with the main University Attendance policy. The University has an obligation under its Student Route Visa Licence to monitor and keep records of academic attendance of international students studying under a Student Route visa.

The PSE course is not designed for people under the age of 18.

---

### ELC ATTENDANCE REQUIREMENTS

The ELC and the University take attendance monitoring very seriously in order to support students in achieving their learning objectives. Accurate recording and monitoring processes allow us to highlight any students who may be experiencing difficulties, so we can offer the best support possible. Non-attendance is often an early indicator that students are experiencing difficulties.

Students who attend regularly are more successful in their studies. Poor attendance may also affect funding for sponsored students, and the immigration status for those on Student Route visas.

For this reason, the ELC expect all students to attend all classes. All students are required to achieve a minimum of 85% attendance in each stage of study. Those who fall below the minimum of 85% attendance may be asked to withdraw, will not receive the Certificate of Participation at the end of their studies and, if applicable, may not be permitted to progress onto their main academic programme.

---

### ATTENDANCE AND VISAS

The University is an immigration sponsor under the UK Government's Points-based Immigration System (PBS) for visa applications and renewals. The UK Government, through UK Visas and Immigration (UKVI), requires the University to monitor students'



attendance and progress on their course or programme of study. The University is required to report to the UKVI any international student on a Student Route visa who stops studying or fails to attend their course or programme of study without reason.

If a student stops attending the course and after a reasonable attempt on behalf of the ELC to make contact, if the student does not engage with the ELC for a period of ten working days then we will consider that the student has withdrawn from the course. This will be reported to the UKVI and may affect immigration status, for students with a Student Route visa.

---

## ELC ATTENDANCE RECORDING

Teachers will complete the register for every class and will continue for the duration of the course as follows:

- 1 = present
- 0 = absent
- L = late\*

\*Students who are up to 10 minutes late for a class will be allowed to join, but will be marked late (L) on the register as indicated above. Students who arrive more than 10 minutes after the start of class may not be allowed to join the class for that lesson and will be marked as absent (0). This is done in order to minimize disruption to lessons.

Students who leave class early (or for significant periods during the class) will not be marked as absent; however, any concerns (e.g. patterns of behaviour) will be referred to the relevant Course Coordinator and ELC Operations.

---

## ELC ATTENDANCE MONITORING

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**

- visa and embassy matters
- illness (students can self-certify for up to 5 days, illness over 5 days will need a doctor's note in order to be authorised by notifying the Attendance Monitor)
- hospital and doctors' appointments for the student and their children (letters/appointment cards must be shown)
- illness of close family members (e.g. child/spouse/parent) at home requiring a return home
- IELTS tests
- graduation (one day permitted)
- religious festivals (one day per significant festival)
- appointment to open your bank account (only one bank account appointment will be authorised)
- COVID-19

Authorised absences will be limited to 3 separate occurrences per stage, with the exception of students who are pregnant, have long term health difficulties that are documented in a support plan, or other extenuating circumstances noted by ELC Operations and the relevant Course Coordinator.

### **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 the Attendance Monitor has not been notified of, or for more than five days not certified by a doctor's note
- domestic arrangements, such as furniture deliveries
- housing matters
- childcare
- schooling arrangements
- meeting family or friends at airports or stations



- flights booked outside of official holiday periods (e.g. returning home early at the end of the stage)
- family celebrations (e.g. weddings)

---

## **CALCULATING STUDENT ATTENDANCE**

For students on Stages 1-3 of the PSE course, attendance is calculated from the day the student arrives at the English Language Centre to register and start their studies. 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 will count as unauthorised absences.

For stages 4 and 5 of the PSE course attendance is calculated from the start date of the course. This means if a student arrives late for the start of the course, this will count as an unauthorised absence.