

## **Attendance and Punctuality Policy**

The school expects all students to attend all lessons, and to arrive punctually for the start of all lessons. However, there will be occasions when this does not happen e.g. illness, transport problems etc.

Teachers are required as part of their duties to mark down lateness and absence on the register. Teachers are asked daily about students' attendance and punctuality.

Generally, and particularly with teenager classes, a member of the administrative/academic staff will check that all students are in class, ideally no later than ten minutes after classes start. (If, for operational reasons, this check is not possible, then any absence should be reported to administrative staff at break time.) This will give admin staff the chance to contact the host family or student, seeking an explanation.

Teaching staff will be informed of any known student absence as early as possible. Teachers are responsible for marking this absence on the register, and for sharing any concerns they may have about a student with admin/academic staff.

Although occasional lateness is likely, students who arrive persistently late are more than just an annoyance, they disrupt the lessons for everybody else. All students are told the importance of good attendance and punctuality in their induction on the first day and asked to inform us if they are ill or have any planned absences.

Procedure for dealing with punctuality and poor attendance:

- the teacher speaks to any student who is regularly late or misses classes without prior explanation
- if this continues, the Director of Studies or Principal will speak to any student (ie who is more than ten minutes late three times in a week or absent without good explanation for more than two full days in a two week period).
- the student may be asked to sit out of the class until an appropriate break in the lesson and may be given a language task to do. In the case of a child, the school will contact their group leader, agent or parent if deemed appropriate and helpful.
- with continued poor attendance, the school's disciplinary procedure may come into effect (see Abusive Behaviour Policy).