

Student Absence Policy

If a student is not in class after 15 minutes we ask the teacher to inform us of their absence. We then call their host family to see if the student is late or ill.

If the student continues to be absent due to illness we talk to the student and make an appointment for them to see a doctor.

If a student is absent without reason we would first talk to the student to establish what the problem is and try to resolve it before taking further action.

The following is taken from the Student Handbook:

ABSENT STUDENTS

If for any reason you are not able to attend school or work, you must contact the school /your company.

If you have been absent due to sickness, you will need to provide a doctor's certificate after 3 days of absence. We will review the situation of any student who absents themselves from classes/ work placement without good reason.

You may then be subject to the following disciplinary procedure:

STAGE 1— You will be given a formal VERBAL WARNING by the School.

STAGE 2— If you continue to be absent for no good reason, a WRITTEN WARNING will be given.

STAGE 3— If your attendance does not improve, we may terminate your Programme and the relevant authorities will be informed.

We do not currently have any visa students, but all our students are treated in the same way. They are expected to attend class every day and the above policy would be implemented if they were absent without reason on more than one occasion. We have never had a problem with student absences.

We do not have many students who are under 18, but there are additional notes in the back of the Student Handbook regarding procedures for poor attendance or misbehaviour. See below:

If you are late to class or misbehave in the lessons.

1. The Director of Studies will speak to you. This is a verbal warning.
2. If the bad behaviour continues the school will inform your parents and your school / sending organisation. This is a written warning.
3. If your behaviour / attendance does not improve you may be asked to leave the course and the relevant authorities will be informed.