



Aims of Policy

To ensure best possible attendance and punctuality in order to maximise opportunities for learning.

To safeguard students for whom lateness or failure to attend may be a symptom of underlying issues that require support.

To minimise disruption to lessons caused by late arrivals and frequent absences.

Scope of Policy

All students attending a course at Chichester Language School, either as full time EFL students or on the Study Abroad and High School Programme.

Policy

Attendance

- Students must attend all scheduled classes.
- In the event of illness, students must email the International Student Support Officer before 9 am on the first morning of absence, and on each consecutive day of absence.
- If a student feels unwell during the day and needs to return home they should inform their current teacher and drop in to the student centre on their way so that any need for immediate support can be assessed.
- If a student wishes to be absent from class for any other reason they should email the International Student Support Officer in advance.
- The International Student Support Officer can authorise absence under certain circumstances
- Students under 18 who are absent from class without notifying the International Student Support Officer will be contacted on the same day.
- Students over 18 who are absent from class without notifying the International Student Support Officer will be contacted after 3 days of absence.
- Any absence will be indicated on the final report issued to each student.
- Persistent absence that causes concern may result in the student being placed on the College's referral procedure. This could eventually lead to exclusion.

Punctuality

- Students must attend all scheduled classes on time.
- A student who arrives within 5 minutes of the class starting may still be admitted to the lesson.
- A student arriving more than 5 minutes late for class may be admitted at the teacher's discretion, but in the event of repeated lateness may be asked not to



Chichester

English Language School

enter the class until the next lesson begins and marked absent. Reasons for lateness will be noted on Class.

- Any student who feels that they have been unfairly denied entry to class due to lateness may discuss their circumstances with the International Student Support Officer.
- All instances of lateness which causes concern will be followed up by the International Student Support Officer and may result in the student being placed on the College's referral procedure.
- All lateness will be noted on the register, and where a student is more than 5 minutes late the reason for their lateness will be recorded.
- Lateness is reflected on the final report issued to each student through a drop in the percentage attendance figure.
- The International Student Support Officer will monitor attendance and punctuality on a weekly basis and follow up all cases where there is cause for concern.