
Adult Student Absence Policy

What happens if you are late or absent, how to report illness, and the attendance levels that lead to a warning or expulsion.

Absence and lateness disrupt the progress and learning of the student and others in the class, and lead to complaints from staff and students. Teachers report absence and lateness.

- Students should, as far as possible, attend all of their lessons during their stay.
- Students must be in class at the start of the lesson. If they are late for lessons, they will not be allowed into class and will be marked as absent.
- If a student is ill, either their host or the student must phone the school (01202 422300) on the first day and keep us informed after that.
- If a student wants to go on an excursion in school time, or to be absent for any other reason, they must speak to the Principal or Assistant Director of Studies before they are absent.
- All absences will be recorded on final certificates. This will not be changed for any reason.
- Attendance at religious ceremonies is allowed at the Principal's discretion.
- Students who are regularly late or absent from class will be spoken to by the Principal or Assistant Director of Studies.
- A warning letter will be given if attendance falls to around 80%.
- Students will be asked to leave the school (expelled), with no refund, if their attendance falls below 70%.
- Any student in breach of their visa requirements will be reported to UK Visas and Immigration (UKVI).