



Leeds English Language School

Attendance and Lateness Policy

Leeds English Language School expects all students to attend all classes. The reasons for this are:-

- Regular attendance is the best way to make progress
- Classes often follow a progressive pattern with revision/review from previous lessons
- Low attendance is disruptive to your teacher and classmates
- You may need to continue at the level
- Low attendance can affect future visa and university applications

Leeds English Language School expect at least 85% attendance from all students throughout their course. If you have any problems that make it difficult for you to maintain good attendance you must inform the school as soon as possible. The following reasons can be accepted if you inform the school in advance or as soon as it is possible to do so:

Authorised absence

- illness (with a doctor's note)
- doctor, hospital, or dentist appointments
- university or school appointments
- embassy appointments
- family illness or emergency
- IELTS exam (exam only)
- holiday (when permission has been given by the school and you have been issued with a confirmation letter)
- religious observance

Students who continue to have low attendance (below 85%) without good reason may be subject to our disciplinary procedures and if you are a sponsored student your embassy will be informed.

Lateness/Punctuality

We expect all students and all teachers to be on time for classes. You are marked as late if you are more than 5 minutes late. If you are more than 20 minutes late, you will be unable to attend your class and will need to wait for the next lesson to start. If you are late on a regular basis, you may be subject to our disciplinary procedure.

Welfare

If you are absent for more than 3 days without contacting the school or we have been unable to contact you, we will contact your embassy (if appropriate), or your emergency contact person or next of kin. We need to know that you are safe and well. The school has a duty of care to you as a student during your time at the school and in Leeds.