



Attendance and lateness policy

Leeds English Language School expects 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
- Low attendance may mean you will need to continue at the same level
- Low attendance can affect future visa and university applications

Leeds English Language School expects at least 85% attendance from all students throughout their time at the school. If you have any problems that make it difficult for you to maintain good attendance, you must inform the school as soon as possible.

Authorised absence

The following reasons can be accepted and marked as authorised absence if you inform the school in advance, or as soon as it is possible to do so:

- illness (with a doctor's note) (marked as S (Sick))
- doctor, hospital, or dentist appointments (marked as R (Reason))
- University or school appointments (marked as R)
- Embassy appointments (marked as R)
- family illness or emergency (marked as R)
- IELTS exam (exam only) (marked as R)
- holiday (when permission has been given by the school and you have been issued with a confirmation letter) (marked as H)
- religious observance (marked as RO)

Unauthorised absence

In cases where you do not inform the school of your absence, or where the reason is not considered sufficient, you will be marked as A (Absent). In these cases, your absence from school **will** affect your overall attendance percentage. Also, the total number of hours of unauthorised absence will be shown on your end-of-course report.

Students who have low attendance during their studies - below 85% - without good reason may be subject to our disciplinary procedures. For sponsored students, the embassy will be informed.

Lateness/Punctuality

In the UK, we take punctuality and being late very seriously, and it can be seen as rude and disrespectful to be late without notice. If you are regularly late to class without good reason it



can be seen as disrespectful to your teacher and your classmates. As you are studying in the UK, it is important you understand this. If you are unavoidably delayed then you should always contact the school to let them know.

It is essential that lessons can start on time and it is **your** responsibility to arrive on time. If you arrive late to class then other students are disturbed and the teacher will be interrupted. This can mean it is difficult for them to meet the high standard we expect in the classroom.

All classes start at **9.00 am** and we expect all students and all teachers to be on time. If you are late you will receive a late mark in the register. If you arrive more than 30 minutes late, please report to reception before entering your class. We will check with your teacher as to when it is convenient for you to enter. If your teacher is in the middle of a discussion or your classmates are taking part in a listening exercise you may be required to wait. When you do enter your classroom it is important you do so quietly to avoid disrupting your classmates. Your teacher should not have to start again, with lengthy explanations as to what you are doing and you will need to try to join in the lesson as best you can.

You should only be late in exceptional circumstances. All students should be ready to study at 9.00 am prompt.

If you are on time, and up to 9.05, you will be marked as / (Present)

If you arrive after 9.05 you will be marked as L (Late)

If you arrive after 9.30 you will only be allowed to enter after reporting to reception so that they can check with the teacher for a convenient time.

There should be no reasons to be late for lessons after break or lunch. If for any reason you are late please go to reception first. If you are late on a regular basis you may be subject to disciplinary action

Sponsored students

We do have to report any unsatisfactory attendance to the Embassies and reports are sent by the school showing your progress and attendance.

Welfare

If you are absent for more than 3 days without contacting the school, or if we have been unable to contact you, we will contact your embassy (if appropriate), and/or your emergency contact 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.

Under 18s

We will check your attendance every day and call you if you are not in school. If we are unable to contact you we will call your homestay or the person listed as your emergency contact.