
ATTENDANCE AND LATENESS POLICY

Eurospeak 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 can affect future visa and University applications.*
- *Low attendance is disruptive to your teacher and classmates*
- *You may have to repeat a level*

At least 85% attendance is expected from all students throughout their course.

VISA STUDENTS

The school has reporting duties to the Home Office for visa students who do not maintain regular attendance. If your attendance becomes a concern and we have to follow reporting duties, you may be required to leave the country immediately. If you are reported to the Home Office and stay in the UK without studying, you are in breach of your visa conditions which is a serious matter.

(You can find information about your visa and conditions by following the link <https://www.gov.uk/browse/visas-immigration/study-visas>)

If you have any problems that make it difficult for you to maintain good attendance you must speak to us and keep us informed at all times.

The following reasons can be accepted:

- illness (with a doctor's note)
- doctor's, hospital, dentist appointments
- appointments at universities or schools
- family illness or emergency
- Embassy appointments
- IELTS exam (exam only)

If you cannot come to school, you must phone the school office. We will still record you as absent. Students who continue to have low attendance (below 85%) and/or miss three classes in a row will receive a verbal warning.

We will check this again after 4 weeks and if there is no improvement or the situation is worse you will be given a first warning letter.

After a further 4 weeks a second warning letter will be issued. 2 weeks after the second warning letter if there is no satisfactory improvement you will be asked to leave the school.

We will also send information to your agent and/or sponsor. Parents of students under the age of 18 will also be informed. If you are asked to leave the course under these circumstances refunds will not be given.

LATENESS (VISA STUDENTS)

We expect all students and all teachers to be on time for classes. You are marked as late if you are up to a maximum of 15 minutes late. If you are more than 15 minutes late, the teacher will ask you to wait until a suitable and convenient time to enter the class, so as not to cause any disruption. If you are late on a regular basis, you will receive a verbal warning followed by a written warning.

It is the policy of Eurospeak Language School that visa students who leave the school with poor attendance will not be allowed to return to the school in future.

Current students with low attendance will not have their initial offer extended.

Sponsored students will not be issued with new financial guarantee requests when attendance is below 85%. Authorised absence and certain medical or personal issues will not be affected if agreed with the school.

MEMBERSHIP and PAYG STUDENTS

If a student does not need a visa to live and study in the UK, the school does not have reporting duties. However, we encourage regular attendance as it is vital to students' progress.

If you have any problems that make it difficult for you to maintain good attendance you should speak to us and keep us informed at all times.

The following reasons can be accepted:

- illness (with a doctor's note)
- doctor's, hospital, dentist appointments
- appointments at universities or schools
- family illness or emergency
- Embassy appointments
- IELTS exam (exam only)

If you cannot come to school, you should phone the school office. We will still record you as absent on the register.

Students who continue to have low attendance (below 85%) and/or miss three classes in a row will receive verbal advice. We will check this again after 4 weeks and if there is no improvement or the situation is worse you will be given a first advice letter. After a further 4 weeks a second advice letter will be issued.

Students with low attendance will be asked to complete a progress test in order to move on to the next level. You must score over 70% in this test in order to progress.

LATENESS (MEMBERSHIP and PAYG STUDENTS)

We expect all students and all teachers to be on time for classes. You are marked as late if you are up to a maximum of 15 minutes late. If you are more than 15 minutes late, the teacher will ask you to wait until a suitable and convenient time to enter the class, so as not to cause any disruption. If you are late on a regular basis, you will receive a verbal warning followed by a written warning.

(Updated 15th October 2018 – APS)