

Student Attendance and Absence Policy and Procedure	FOR ALL STUDENTS
Updated: November 2018	This policy is reviewed periodically

Information for Students

Attendance Policy Statement

Capital School of English (CSE Ltd) believes that all students have a right to live, study, develop and achieve in a safe and supportive environment.

CSE expects all students to attend all their scheduled lessons on time and are not allowed to be absent unless permitted by CSE.

No Certificate of Study and/or End of Course Report will be given if attendance is less than 80%.

Students' responsibilities:

All students, including U18s will

- Always have their student ID card with them. **Note:** Students will have to pay £5 for a new student card if they lose it.
- Always attend all their scheduled lessons on time.
- Never enter the classroom after the start of the lesson.
- Always report to the Academic Office if they are late for class.
- Always telephone the school if they are sick or cannot come to class.
- Complete an 'Absence Form' to request any holiday.

For U18s, in addition to the above responsibilities:

- Contact the Under 18 Welfare Officer if they are sick, or cannot come to class, before their scheduled lessons.
- Make sure their parent and/or legal guardian complete the 'U18 Permission to Travel Form' and return it to the U18 Welfare Officer.

Warning and Disciplinary procedure:

Any student who is repeatedly late, leaves early or is absent and whose attendance drops below 80% may be given a verbal warning and/or a written warning for poor attendance. If poor attendance continues, the student will not be allowed to continue at the school (expelled) immediately with no refund of any fees.

1. Verbal warning – if a student has frequent absences.
2. 1st Written Warning – if the student's attendance doesn't improve.
3. 2nd Written Warning - if the student's attendance doesn't improve or fails to attend.
4. Expulsion - if the student's attendance doesn't improve or fails to attend.

Visa Students: CSE may contact the Home Office if a visa student is expelled.

Absence Policy Statement

CSE expects all students to attend all their scheduled lessons on time. Students are not allowed to be absent unless permitted by CSE.

Permitted/allowed absences include

Authorised absence	An absence that the school has permitted/allowed as the reason for the absence is considered 'acceptable'.
Acceptable absence	<p>Acceptable absences can include but are not limited to:</p> <ul style="list-style-type: none"> • Personal illness. • Compassionate reasons (such as serious illness of a close relative). CSE Ltd will treat students in this situation with compassion and do everything that is reasonable to help students. • A visit to a college or university. • An official appointment (such as a doctor's appointment, a dentist's appointment, an appointment at an Embassy, a required court appearance, etc). • Religious commitments. • External examinations (such as Cambridge Examinations, Cambridge: First, Advanced, Proficiency or IELTS or a Trinity exam or a recognised university exam). • Authorised holiday* such as <ul style="list-style-type: none"> ○ Pre-arranged holiday. ○ Taking a Friday or a Monday off for a weekend visit to another city, provided this happens no more than once a month on average. ○ Having a day off to attend an event that can be considered cultural, provided this happens no more than once a month on average. Cultural events may include religious ceremonies or experience of a unique aspect of British culture (e.g. Bournemouth Air Show).
*Authorised holiday	Students wanting to take holiday must complete an 'Absence Form' which must be approved by the Academic Office.

Students' responsibilities

Students will
<ul style="list-style-type: none"> • Always telephone the school if they are sick or cannot come to class. • Always tell the school if they are going to be absent. • Provide a doctor's note for absences of 7 or more consecutive days.