



English in Totnes

A boutique language school in beautiful Devon

English in Totnes Attendance and Lateness Policy for Adult students 18+ years

We expect you to arrive on time for lessons, but we understand that sometimes this is not possible. If it is difficult for you to arrive on time every day, please tell your teachers.

- If you arrive more than 15 minutes late, you will not be allowed to enter the classroom.
- However, 16- and 17-year-olds are permitted to enter the class even when late, for safeguarding reasons.
- You must come to 85% of your lessons. If you do not, we will not give you a certificate when you finish your course, and you may also have problems if you wish to extend your visa.
- If you cannot come to class for any reason, it is very important that you telephone or email the school to explain.
- If you arrive more than 15 minutes late, you will be marked absent.

Holidays

If you want to take a holiday, please tell the Academic Manager by Wednesday the week before and complete the Holiday Request Form.

Absences

If you do not attend class without giving a reason, this is recorded on our database as an 'unauthorised absence'.

If you are absent for one of the reasons listed below, this will be recorded as an 'authorised absence'. We expect authorised absences to be notified to us in advance. These are examples of 'authorised absences':

- Illness
- Medical appointment (including a dependant's medical appointment)
- Appointment with the Nationalities Office or embassy
- Bereavement
- Holidays, including religious holidays
- Major transport or weather-related disruption
- Other exceptional circumstances at the School's discretion.

1:1 Lessons

If you cannot attend your 1:1 lesson, you must contact the school by phone or email to cancel the lesson 24 hours before the lesson takes place. If you do not, then we reserve the right **not** to re-arrange the lesson time for another time.



English in Totnes, Gate House, 2 High Street, Totnes, TQ9 5RZ

T: +44 (0)1803 865722, E: info@englishintotnes.com, W: www.englishintotnes.com

Registered in England and Wales. Company no: 07116300. Registered at the above address.



English in Totnes

A boutique language school in beautiful Devon

Attendance Warning System

Regular attendance is very important. You must come to at least 85% of your classes. It may be difficult for you to extend your visa if your attendance is low. Please call the school as soon as possible if you cannot attend or email info@englishintotnes.com.

Important things you should know about your attendance:

- If your attendance is less than 85% you will not receive your certificate when you finish your course.
- Repeated absences are reported to the Academic Manager.
- If you are absent for 10 consecutive days without any contact, we will inform your agent / embassy / parents / guardians.

If you start to miss classes your teacher will talk to you. If your attendance does not improve, the following steps may be taken:

Step 1

After 2 days of absence, the Academic Manager checks with the student to see if there is a good reason for their absence.

When attendance continues to be irregular or after 4 consecutive days of absence →

Step 2

The Academic Manager has a mini-tutorial with the student and a verbal warning is given.

When attendance continues to be irregular or after 8 consecutive days of absence →

Step 3

The Academic Manager issues a written warning.

When attendance continues to be irregular or after 10 consecutive days of absence →

Step 4

The School Director contacts your agent / embassy / parents / guardians.

Step 5

Failure to comply with the School's policy on punctuality and attendance may result in expulsion without refund – see paragraph on Attendance & Punctuality in Terms and Conditions.



English in Totnes, Gate House, 2 High Street, Totnes, TQ9 5RZ

T: +44 (0)1803 865722, E: info@englishintotnes.com, W: www.englishintotnes.com

Registered in England and Wales. Company no: 07116300. Registered at the above address.