



## **Attendance Policy and Procedure**

**This Policy is an LSI UK Policy.**

LSI considers itself to be a serious education provider. As such, we monitor attendance closely and we do not tolerate persistent absence or lateness to class.

Absence and lateness have a negative effect not only on the student who is absent or late, but are also disruptive to the class as a whole, the teacher and set a poor example.

Students with poor attendance will be subject to the disciplinary procedures as outlined in the code of conduct. If they still fail to improve after their final warning, they will be removed from the school and their accommodation.

For students aged under 18 we have a duty of care and attend all of their classes. Any absence is immediately reported to the School Management and the student's whereabouts are immediately checked.

### **Our attendance standards are as follows:**

All students on adult programmes attend 80% of their classes as a minimum. 16 and 17 year old students will be monitored closely and absences followed up with accommodation providers.

Students aged 16 or under on young learner programs should attend 100% of classes. Absences will be followed up as reported by teachers 15 minutes after classes begin.

**Our attendance process and procedures are described on the next pages.**

## Process & Procedures

### Adults Students (18 and over) :

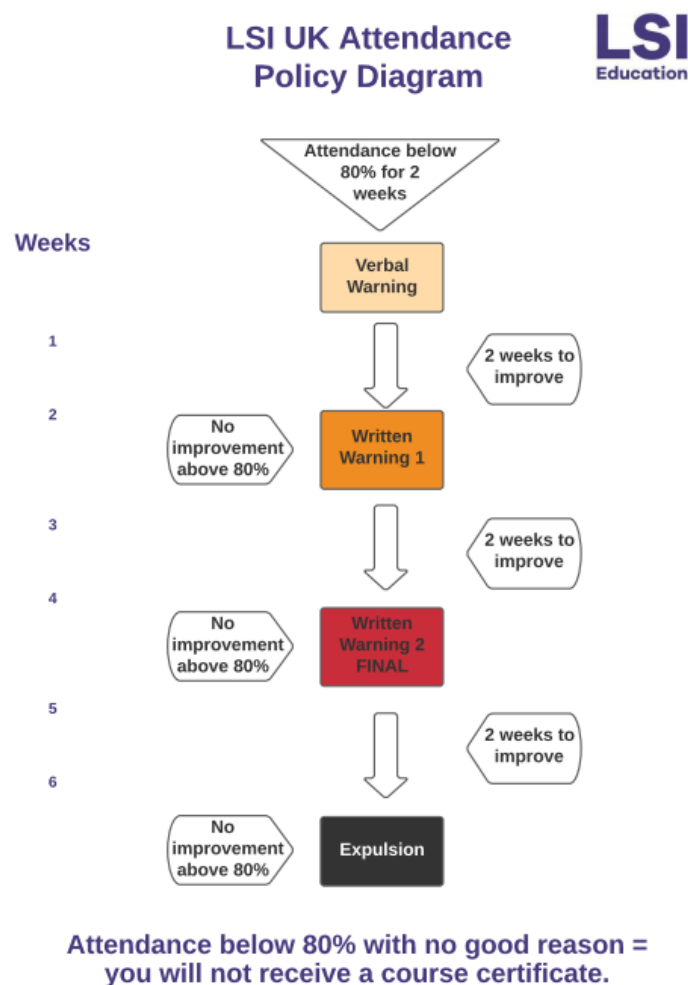
If a student's attendance is below 80% with no good reason for 2 weeks we will start the attendance warning process. There are 3 warnings, followed by expulsion from the school.

There will be 2 weeks between these warnings. If attendance does not improve above 80% in these two weeks, the next warning will be given.

After 3 warnings and 8 weeks of poor attendance students will be expelled from LSI with no refund and no course certificate.

Students whose attendance is below 80% for no good reason will not receive a certificate.

Students who are more than 10 minutes late to lessons will be recorded as absent.



## **Holidays (Adult Students):**

Any students wishing to book a holiday must request and complete a **holiday form** from the office and give at least **4 weeks notice**.

Holiday requests are only authorised from Monday to Friday, **no midweek to midweek requests will be accepted**.

Please note that the maximum holiday is **1 week in any 12-week period**.

Students studying at LSI for less than 1-11 weeks have no holiday weeks.

## **Extended Weekend “Travel Days”**

Students studying at LSI for 3 weeks or more may ask for a Friday **OR** a Monday off. This is **limited** to 1 day in every 4 weeks.

Any students wishing to request an extended weekend must request and complete an extended weekend form from the office and give at least **2 weeks’ notice**.

You will be recorded as absent for any unauthorised holiday and days away from school.

## **Process & Procedures**

### **Junior Students**

#### **Students aged 16 and 17 on adult programmes**

If a student's attendance is below 80% with no good reason for 1 weeks we will start the attendance warning process. There are 3 warnings, followed by expulsion from the school. Parents will be informed at all times.

There will be 1 weeks between these warnings. If attendance does not improve above 80% in these two weeks, the next warning will be given.

After 3 warnings and 3 weeks of poor attendance students will be expelled from LSI with no refund and no course certificate. Parents will be asked to organise transport home immediately.

Students whose attendance is below 80% for no good reason will not receive a certificate.

Students who are more than 10 minutes late to lessons will be recorded as absent.

### **Junior Students**

#### **Students aged 12 to 17 on junior programmes**

If a student's attendance is below 80% with no good reason for any period we will start the attendance warning process. There are 3 warnings, followed by expulsion from the school. Parents will be informed at all times.

There will be 2 days between these warnings. If attendance does not improve above 80% in these 2 weeks, the next warning will be given.

After 3 warnings and 6 weeks of poor attendance students will be expelled from LSI with no refund and no course certificate. Parents will be asked to organise transport home immediately.

Students whose attendance is below 80% for no good reason will not receive a certificate.

Students who are more than 10 minutes late to lessons will be recorded as absent.