

Attendance & Lateness Policy

Junior Students

Attendance

You must attend all of your lessons and activities. It is very important that we know where you are at all times. We check your name on the attendance list before every lesson or activity. If you are ill, you or your home stay host must contact us. You can call your Group Leader / Guardian or the centre emergency number, which is on your student card.

If you are absent without permission, we will search for you until we have made contact and know how you are and where you are.

Punctuality

You must arrive on time for lessons and activities. If you are delayed for any reason, please inform your Group Leader. You can ask your home stay host to call for you if you prefer.

We have an attendance register for every class and activity. If you are late, you will be marked 'late' on the register. Unexplained absence or persistent lateness will be treated as a disciplinary matter and you may be excluded from certain activities.

Illness during Lessons or Activities

If you start to feel ill during a lesson or an activity, tell your teacher or group leader. Another member of staff can supervise you away from class or the activity if you need to have a break. We have staff who are trained in first aid for minor injuries, and if necessary, we will arrange for you see a doctor.