

DEFINITION OF ACCEPTABLE ABSENCE:

The school regards an attendance rate of 80% to be the satisfactory minimum. Students whose attendance falls below 80% will not be issued with a leaving certificate.

The following reasons for absence are regarded as acceptable, provided that the school is notified before the day of absences (except in the case of illness or compassionate reasons that can be notified on the day):

- ✓ A genuine illness or compassionate reasons.
- ✓ A visit to a university.
- ✓ To attend an official appointment.
- ✓ 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.
- ✓ Taking up to two days to spend time with visiting relatives, provided this happens no more than once a term.
- ✓ Taking a day off to attend an event that can be considered cultural, provided this does not happen more than once a term on average. Cultural events may include religious ceremonies or experience of a unique aspect of British culture (e.g. attending the Wimbledon Tennis Championships).
- ✓ The school will treat students who are seriously ill or have a close relative who is seriously ill with compassion and do everything that is reasonable to help students who find themselves in such a situation.

PROCEDURES:

Class registers are completed during every lesson. The students are marked:

1. / for present
2. O for absent
3. L for late

Teachers inform Reception immediately if a student under the age of 18 is absent from class, to enable them to check up on that student's well-being.

Registers are collected every Friday. The Director of Studies (DoS) or the Registrar checks the registers as early as possible the following week, and updates students' records. If any action is necessary, for example for continued absences, this is recorded on the school database and the DoS takes appropriate action.

Students who are absent for 5 school days or more are asked to provide a 'fit note' from a doctor.

DISCIPLINARY ACTIONS – ABSENCES

Any student who is developing a pattern of absence, or who misses several consecutive days of school is treated in the following manner:

- First teacher warning - verbal - noted in the attendance sheet
- Second teacher warning - verbal - noted in the attendance sheet
- Meeting with DoS and sent a first warning letter
- Continued absence for no valid reason means a second visit to the DoS and a second letter.
- Continued absence means a third visit to the DoS, who will discuss the matter with the Principal, after which a final warning letter is sent, followed by dismissal if bad attendance continues.
- A formal dismissal letter is then sent out by the Managing Director and the student leaves the school that week.
- No refund is given to students who are dismissed from the school in this way.
- The student's agent is contacted for assistance if a student cannot be contacted for any reason and/or has bad attendance. If a student is not with an agent, then the emergency contact is used.

DISCIPLINARY PROCEDURE (NON-ABSENCE)

Discipline problems may consist of persistent:

- class disruption.
- expressions of intolerance towards other cultures and beliefs.
- expressions of extremist opinions which contradict core values.
- harassment or lack of courtesy towards other students or staff.
- lateness to class.

The following procedure will be followed:

- Students receive two verbal warnings from their teacher. The first time the teacher will check that there are no underlying problems.
- The second warning (assuming there are no underlying problems) will be stricter conditions imposed on the students like holding them in break or asking them to stay after class time to complete the work missed in class.
- Following the two teacher warnings, the students are cautioned by the DoS and a follow up letter is sent.
- If the behaviour continues, students will receive a second written warning from the Principal.
- If there is no change in behaviour, they will be asked by the Managing Director to leave the school. The parents (if the student is under 18) and/or agents will have been consulted by this stage.
- In extreme cases, students may be required to leave the school without any previous warnings.