

## Attendance and Lateness Policy

Students are expected to attend all timetabled classes. To receive an end-of-course certificate, students' attendance rate has to be at least 80%.

If a student is unable to attend classes for any reason, they must notify the administration team as soon as possible, and by no later than 9.30 a.m. on the day of scheduled classes.

The Academic Manager produces a report every week detailing student attendance from the previous week, which should be made available to students.

### Punctuality

Students have to be present from the beginning to the end of classes. Arriving more than 10 minutes late or leaving before the end without prior consent is not permitted. Such classes count as unauthorised absences, and will be recorded as such. It is entirely at the Teacher's discretion to decide whether Students can join a class if they arrive more than 10 minutes late.

### Authorised absences

Only the below instances may be considered authorised absences:

- Exams
- Sickness which requires a visit to GP or hospital
- Official visits to the police station or embassy
- Appointments at the visa/passport office, jobcentre plus or other government offices

To have any of the above authorised, students must provide written evidence. e.g. doctor's note, appointment letter, letter from the Embassy etc. well in advance of the intended absence. Where written proof is not available, a Holiday Request Form has to be filled in and submitted to the Student Services Officer.

### Implications of poor attendance

Unauthorised or non-notified absences will be treated as follows:

- If the Student's weekly attendance falls below 80% percent, an email will be sent to the student, reminding them of the policy and asking them to justify their absence, which is then recorded.
- If the Student's weekly attendance falls below 80% percent for a second time, another email will be sent to the student as well as their sponsor/guardian/agent.
- If the Student's weekly attendance remains under 80%, the Academic Manager arranges a meeting with them to discuss how the School could better help the Student to attend all classes, and to explain that no certificate of attendance will be issued if their total attendance remains under 80%.

### Safeguarding students under 18

Attendance for students under the age of 18 will be checked after their first scheduled lesson every day. If they have not arrived by this time, the Student Services Officer will immediately try to make contact with the Student, and notify their Host and parent/guardian of the Student's absence.

### Absence due to special circumstances



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In exceptional circumstances, the Academic Manager may give authorisation for absences. A Holiday Request Form has to be filled in before such absence, whenever possible, and has to be submitted to the Student Services Officer.



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## Holiday Entitlement

Students on a course for less than 12 weeks have no personal holiday allowance.

Students on a course for 12 weeks or more get 1 week of personal holiday allowance for each 12 weeks of study. The start of a course cannot be delayed for holiday reasons. See below:

1 – 11 weeks study	No personal holiday allowance
12 – 23 weeks study	1 week personal holiday allowance
24 – 35 weeks study	2 weeks personal holiday allowance
36 – 47 weeks study	3 weeks personal holiday allowance
48 – 59 weeks study	4 week personal holiday allowance

To apply for a holiday, a Holiday Request Form must be submitted to the Student Services Officer no later than two weeks in advance of any holiday requested.



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