

## Attendance Policy

International House Torquay takes attendance at the school very seriously and expects students to attend every lesson. It is important that students understand what the procedure will be if they do not attend lessons.

The school keeps a record of each student's attendance at every lesson and calculates total attendance each week.

If a lesson is missed the teacher will record the absence and it is added to the record at the end of the week. This can affect the average attendance and parents could be informed.

The Academic Manager will check attendance every week and letters will be issued to students if their attendance is below the accepted level of 80%.

Arriving on time for a lesson is also very important and teachers may not let a student, arriving late, join the class as this is very disruptive. In the case of a late arrival the student may be marked absent and the student must report to the school Reception.

To receive a course certificate a student must attend at least 80% of their lessons. With regards to students Under 18 any absence due to illness must be substantiated by a group leader. Any unauthorised absences result in a certificate not being issued.

If a student's attendance is poor the school will try to help the student improve. If this does not lead to improvement it may result in the student being asked to leave the school.

This policy is followed by the Disciplinary and Exclusion Policy which sets out the procedure for expulsion if the Attendance Policy is not adhered to.

If a student is studying on a visa it is important to know how poor attendance can affect a student's rights to stay in the UK.

Please see the section of the Students' Handbook, Student Visas and UK Border Agency, for details on this procedure.

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