

STUDENT ABSENCE POLICY

Colchester English Study Centre has a policy of closely monitoring student absence and keeping it to an absolute minimum. Information on attendance is posted in every classroom.

- **Students must inform the Head of Studies/their teacher if they know they are going to be absent**
- **Students who are ill must telephone the school before 9.00**
- **Students must arrive on time for class**

Teachers take registers for every class. Students who arrive late disturb the other students. If you arrive more than 10 minutes late, you should go to the Head of Studies instead of to class and explain the reason you are late. At the discretion of the Head of Studies, you will be taken to class if you have a valid reason for being late. If not, the Head of Studies will give you work to do until the end of the current lesson.

If any under 18 student is absent 10 minutes after the start of a class, the teacher informs the staff in reception who will follow up immediately.

The Head of Studies checks the registers daily for attendance. If any student is absent, the Head of Studies checks with reception to see whether anything is known about the student's absence.

If nothing has been heard from the student, reception may call to see if they are safe and where they are. Their absence will be marked as unauthorised.

If a student has more than one unauthorised absence, the Head of Studies will speak to them to make sure that they have no problems, and to remind them informally of the importance of attending. If any sponsored student has three consecutive unauthorised absences, their sponsor will be informed in writing.

CESC monitors student attendance over a period of time. If any student's attendance is less than 85%, the Head of Studies will speak to them about this. If it persists, they may receive a verbal warning. If this fails, then a First written warning will follow. If the student doesn't respond to this positively, then there would be a Second written warning. At this point the Head of Studies and Managing Director would talk to the student about whether they should continue at CESC.

Any student who doesn't achieve 85% attendance during their whole course will not receive a certificate at the end of it.