

Last updated by: Charlotte Fisher

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Policy renewed at least annually, or as required according to changes in procedures or legislation. The policy is available on the Europa website.

Responsibility for this Document: Charlotte Fisher

Responsibility for implementation: Greg Nowak

### **Attendance Policy ESE Year Round School**

This policy is for adult students or 16+ students studying at the adult school. Attendance and absence of students at the junior school are covered by the junior school supervision policy documents.

It is our goal to ensure students attend school and to afford each student the opportunity to meet their potential in learning the English language during their stay. It is our objective to register and control the students' attendance and absences.

On their first school day after their arrival, all students start with a placement test to assess their level of English and to place them in the correct class.

On the following days, each teacher has a class register with which he/she checks every morning to see whether all students are there. These registers will be checked at the end of each day by the operations manager.

In the case of absences there are two possible options:

#### 1. Red Dot Students

Red dot students are those students who are 16 and 17 years old but are enrolled on to adult courses. These students will have a red sticker on the top of their register card. All teachers are aware that if a red dot student is absent from class the student services manager is to be informed as soon as possible. The Student Services Manager will follow up on the absence in these cases and take appropriate action. She may call the host family or the student direct to find out what the issue is for example. Red Dot students are all made aware of the necessity to attend every session and that any absences will be followed up.

#### 2. Other students

With other students absences will be followed up as we like to find out why a student may not be attending their class and if the student is dissatisfied we will take action to try and rectify the problem. In other cases, such as a weekday excursion or a student visiting a friend we would ask that students inform us in advance and a note will be made on the register. We always try and work with

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students so they can maximize their learning potential and get the most out of their stay with us.

All absences, late arrivals or early departures are documented in the class registers. Absences will affect overall attendance and if students achieve more than 20% absence of their booked course, they may not be entitled to receive a certificate at the end of their course.