

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: Chris Tew (Academic Manager)

### **Attendance Policy ESE Summer Schools**

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. This policy goes hand in hand with our supervision policy and our safeguarding and child protection policy for all junior students in our summer schools.

On their first school day after their arrival, all students start with a placement test to assess their level of English. The Lead Teacher prepares testing group registers for teachers. The teachers are obliged to report any absent students to team members carrying out class checks. If a student is missing, it is reported to the Supervision and Safeguarding Coordinator or direct to the Centre Manager who will find out why the student is missing and where s/he is. Notes regarding why the student wasn't in class on time and what action was taken will be kept along with the student record.

On the following days, each teacher has a class register with which s/he checks every morning to see whether all students are there. Every morning, after the lessons start, the Teaching Assistant and other team members carry out class checks. Class checks take place every morning from Monday to Friday when classes are scheduled. The teacher will report any absences to the person carrying out the class check. The class check sheet will then be completed by the SSC or Centre Administrator including any action taken.

Possible reasons for absences:

- a) Sick host family students are missing. → The Supervision and Safeguarding Coordinator or Centre Manager phones the family to find out about the student if the family hasn't phoned the centre yet. Students are taken to the doctor if necessary.
- b) Sick residence students are missing. → The SSC or Centre Manager checks the room to find out the whereabouts of the student. If s/he is in their room, it is checked whether s/he is ill. If s/he just went back to bed, s/he will be sent to class. If medical treatment is necessary, the student is taken to the doctor.

- c) Students don't want to attend classes. → There might be various reasons for a student not to be willing to attend classes. The SSC or Centre Manager needs to talk to the student to find out the reason. S/he might be unhappy that his/her friends are in a different class or s/he might feel that his/her class is too easy or too difficult for him/her and s/he is just too shy to say. In a personal conversation the SSC or the responsible SU will find out the reason and find a solution for the student.
- d) Lateness. → Students might be late for classes because they didn't come straight to the school from their host families or because they went back to their rooms after breakfast. If this happens, students need to be reminded that lateness is not accepted and they need to be on time for classes.
- e) Religious reasons. → There might be religious reasons why a student misses one or more lessons of his/her schedule. This needs to be agreed with the Lead Teacher beforehand.
- f) Other reasons. → Necessary measures are taken by the SSC.

The SSC decides whether an absence is authorized or excused.

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, the Lead Teacher will decide with the Centre Manager on the issuing of a certificate.

Refund or extra lessons will not be given for authorized or unauthorized absences, unless agreed otherwise.

The school reacts to each absence of a summer school student. The class record sheets are kept in the Lead Teacher's office when the lessons finish and remain in the school for the whole summer.

If students refuse to attend classes for no obvious reason, they will undergo the official warning procedure and may not receive a certificate on completion of their course. Their responsible Group Leader or Supervisor needs to find out reasons for their behaviour. Parents will be contacted where necessary and students may be asked to leave the course centre and return home.

All scheduled lessons booked are obligatory for all minors taking part in our summer schools.

For students aged 16 or 17 years who have chosen to study at the adult school we operate a similar system to the above. These students have a red dot sticker on the top of their register card and teachers of 'adult' classes are alerted that they must pay particular attention to these students and report any 'red dot' students who fail to arrive

learn more than a language

for classes to the Academic Manager as soon as is practicable (normally within 30 mins of the class starting). The Academic Manager and the Accommodation Officer will follow up to assess why the student hasn't arrived and take any action necessary and record all notes.

The Academic Manager will check registers daily and follow up on any adult students who fail to attend classes without our prior knowledge as we would like all students to participate and get the most out of their stay with us.