

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 IP International Projects and Europa School of English websites.

Responsibility for this Document: Charlotte Fisher

Responsibility for implementation: DOS (Year Round School), DOS (Summer Schools), Teaching Coordinators

Attendance Policy

Summer Centres:

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.

Students are asked to do a placement test to assess their level of English prior to arrival. During the weekend, The Teaching Coordinator prepares the Class Allocation, and enters the data on the app. If a student doesn't do the placement test prior to arrival, he will have the opportunity to do it after arrival or on the first day of lessons and will then be added to the classroom allocation and app.

The teachers will have access to the app and will conduct class attendance on it after their class has settled within the first 5 minutes of their class. They are obliged to report any absent students on it and have the option to write a comment on the app.

The app will then be checked by the Centre Manager and Teaching Coordinator around 15 minutes after the classes have started. If there are any students absent they 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, the same process applies: each teacher has a class register on the app with which s/he checks every morning to see whether all students are there. Every morning, the class attendance will be checked on the app by the Centre Manager and Teaching Coordinator. Class checks take place every morning from Monday to Friday when classes are scheduled.

Possible reasons for absences:

- a) Sick host family students are missing. → The 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 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 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 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 acceptable 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 Teaching Coordinator beforehand.
- f) Other reasons. → Necessary measures are taken by the Centre Manager.

The Centre Manager 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 have more than 20% absence on their booked course, the Teaching Coordinator 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 attendance sheets are kept in the app and remain accessible 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.

Adult School

We expect high levels of attendance for all our students regardless of age, as we feel this is the best way for students to learn and get the most out of their stay with us.

However, for 16 and 17 year old students it is especially important that their attendance is closely monitored so action can be taken as soon as possible when their attendance has dropped.

Teachers at the year round school record attendance on a shared spreadsheet. For students aged 16 or 17 year their register has a note at the top to remind the teacher that this student is under 18. Teachers are trained that if a 16 or 17 year old student is absent from class they must alert the DOS as soon as is practicable (normally within 15 minutes of the class starting). The DOS and the Accommodation Officer will follow up to assess why the student hasn't arrived and take any action necessary and record all notes regarding this follow up.

The DOS will check the registers at least weekly 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.

Where a student is on a student visa any attendance which falls below 80% will be followed up and a meeting will be held with the student. Where a student's attendance does not improve, a written warning will be issued, following two written warnings the student will be reported to the UK immigration authorities.