

Student Absence Procedure

In class

If you are running late, feeling sick, or anything else is preventing you from going to class, contact your leader immediately!

What happens when you are absent from class:

- Teacher notifies the Director of Studies, who notifies the Centre Manager/Welfare Officer
- Centre Manager/Welfare Officer calls your agency Group Leader (who will call you directly)
- If no response: Phone call to you directly
- If no response: Phone call to staff at your accommodation
- The absence is investigated and dealt with

Escalation timeline:

Time elapsed	Action
1 hour	School contacts your parents/guardians and informs the DSL
2 hours	School contacts local police

On excursion

LiA staff will always tell you where the meeting point is and what to do if you get lost!

If you get lost during a trip, follow these steps:

- Call your agency Group Leader or your friends
- Go to the meeting point and wait for the group
- Call the LiA Emergency Number
- Find a police officer and show your Lanyard ID card

Escalation timeline:

Time elapsed	Action
1 hour	Centre Manager contacts your parents/guardians and informs the DSL
2 hours (daytime)	Centre Manager contacts local police
1.5 hours (evening/night)	Centre Manager contacts local police

What LiA staff will do:

- Tour Guide contacts Tour Coordinator and Centre Manager immediately
- Staff continue trying to contact you by phone
- If the group must leave, your agency Group Leader and a Tour Guide will remain at the meeting point
- Staff conduct regular headcounts at arrival and departure points

In residence

Day	Curfew
Sunday to Thursday	22:30 (10:30pm)
Friday and Saturday	23:00 (11pm)

By curfew time, you must be in your room.

Remember:

After you return from afternoon or evening activities, you must remain at your residence. If you need something (e.g. to buy something at a shop), you must ask a member of staff or your group leader.

What happens if you miss curfew or activities:

- Campus Leader informs Campus Coordinator and Centre Manager
- Centre Manager calls you or your agency Group Leader

Escalation timeline:

Time elapsed	Action
1 hour after missed activity or curfew	Centre Manager contacts your parents/guardians and informs the DSL
1.5 hours after missed activity or curfew	Centre Manager contacts local police