

Simplified Attendance and Lateness Policy

What happens if you are late?

Arriving after class starts	→	You will be marked "Late"
Arriving more than 15 minutes late or leaving more than 15 minutes early	→	You will be marked "Late-Absent"
Arriving more than 15 minutes late	→	You may be admitted to class after the break

No excuses

Language in Action does not accept reasons for continued lateness to class.
Good attendance and timekeeping are essential for quality education.

Minimum attendance requirement: 80%

This is a Language in Action (LiA) requirement.

If you are sick	Inform the centre at least 30 minutes before the start of class. This will be recorded as an authorised absence. If you are sick for 3 days or more, you must provide a doctor's note.
If you take time off without notifying us	This will be recorded as an unauthorised absence and will affect your attendance record.
If you would like a holiday	Holidays during term time are not permitted without prior arrangement with the Head Office.

Remember:

If you feel you are running late, always tell your leader!

What happens if your attendance drops?

Stage	What happens
Below 83%	We will inform you that your attendance is a concern and remind you of the 80% minimum
Below 80% (without permission)	You will receive a Verbal Warning, recorded on your file
Still dropping after Verbal Warning OR 3 consecutive days unauthorised	1st Written Warning. Meeting with DoS/Centre Manager to explain your absences
Still dropping after 1st Written Warning OR further 3 consecutive days unauthorised	2nd Written Warning. Your parent/agent will be notified this is your final warning. You will be issued an Attendance Agreement
If you break the Attendance Agreement	Your course will be ended without refund. Your parents and/or agent will be informed, and a safe, accompanied journey home will be arranged.