

Department	Language in Action	Implementation Date	15 th May 2026
Official name of the policy	Attendance and Lateness Policy (v2.0)	Last Reviewed/Update Date	15 th May 2026
Policy Owner	Adam Ennis (Head of Juniors)	Approval Date	15 th May 2026
Policy Approver	Emiliano Sallustri (Managing Director ELT – Designated Safeguarding Lead)	Next Review	15 th May 2027

Attendance and Lateness Policy

1. Overview and Aims

Language in Action is committed to providing a high-quality educational experience for all students. Regular attendance is fundamental to achieving the learning outcomes of any programme and is a key indicator of student wellbeing and engagement.

This policy sets out the attendance requirements applicable to all students enrolled on a Language in Action programme, the procedures followed when attendance falls below the required level, and the responsibilities of staff in monitoring and responding to attendance concerns.

Language in Action operates residential junior programmes with round-the-clock supervision. In this context, attendance monitoring is an integral part of the overall duty of care provided to students, and any attendance concern is treated not only as an academic matter but also as a potential welfare and safeguarding issue.

2. Scope

This policy applies to all students enrolled on a Language in Action programme, regardless of nationality or age. It applies to all teaching and activity sessions forming part of the programme. All teaching staff, Campus Leaders, Tour Guides and centre management are responsible for its implementation.

3. Policy Communication

This policy is made known to students, staff and other stakeholders through the following channels:

- Posters in classrooms and residences
- Student and staff first day induction
- Student Induction Pack and Staff/Teacher Handbook (in staff room and on shared drive)
- Language in Action website (Policies section)

4. Attendance Requirements

The minimum attendance requirement is 80%. This is an internal Language in Action requirement and applies to all students. Students who do not reach the 80% threshold will not receive a final certificate or report.

5. Lateness

All students are expected to arrive on time for all classes and activities. Teachers, Campus Leaders and Tour Guides are responsible for upholding timekeeping standards.

- A student arriving after the class start time will be marked “Late”.
- A student arriving more than 15 minutes late, or leaving more than 15 minutes early, will be marked “late-absent”.
- A student arriving more than 15 minutes late may be admitted to the class after the break.

The academic team runs regular reports to identify students with poor timekeeping, and meetings will be arranged with the DoS/Centre Manager (and the agency group leader, where applicable). The DoS/Centre Manager must be notified immediately if students are persistently late, as persistent lateness affects the student’s attendance record.

Language in Action does not accept reasons for continued lateness to class. All teachers have a contractual duty to monitor student attendance and timekeeping.

6. Authorised Absences

An absence will be considered authorised only in the following circumstances:

- Illness confirmed and monitored by the centre's staff
- Urgent medical appointment
- Documented family emergency
- Any other exceptional circumstance approved in writing by a member of the Head Office

In all cases, the DoS/Centre Manager is responsible for approving and recording the authorised absence. Supporting documentation must be retained in the student's file where applicable.

7. Managing Absences

Students and, where applicable, their parents, agents or group leaders, are expected to notify the centre as early as possible in the event of an absence. The following procedures apply:

Situation	Procedure
Illness	The centre must be informed at least 30 minutes before the start of class. The absence will be recorded as authorised. If sick for 3 or more days, a doctor's note must be provided.
Holidays	Holidays during term time are not permitted without prior arrangement with the Head Office.
Absence without notification	If the student does not notify LiA, the absence will be recorded as unauthorised and will affect their attendance record. For any student under the age of 18, parents or guardians will be notified within 24 hours of an unexplained absence, in accordance with the Group Safeguarding and Prevent Policy and LiA addendum.

8. Progressive Procedure for Insufficient Attendance

Where a student's attendance begins to fall, the following staged procedure will be followed:

Stage	Action
Attendance falls below 83%	The student will be informed, in person or via a note from their leader/teacher, that their attendance is a cause for concern, with a reminder of the 80% minimum requirement.
Attendance falls below 80% (without permission)	A verbal warning will be issued and recorded in the student's file.
Attendance below 80% and continuing to drop since the verbal warning, or 3 consecutive days of unauthorised absence	A 1st Written Warning will be issued. The student will be called to a meeting with the DoS/Centre Manager to explain their unauthorised absences. The warning will be added to their record.
Attendance below 80% and continuing to drop since the 1st Written Warning, or a further 3 consecutive days of unauthorised absence	A 2nd Written Warning will be issued. The student will again be called to meet with the DoS/Centre Manager. Their parent and/or agent will be informed that this is their final warning. An Attendance Agreement will be issued by a member of the Head Office, formally setting out the terms and conditions of the attendance required going forward. Any further unauthorised absences may result in expulsion without refund.
Breach of the Attendance Agreement or further unauthorised absence	The student's course will be terminated without refund. Their parent and/or agent will be informed immediately and, for students under 18, an accompanied early departure will be arranged in coordination with the parents, the agent and the group leader where applicable, so that the student travels safely.

9. Attendance Agreement

Where a student has reached the stage of a 2nd Written Warning, an Attendance Agreement will be issued. This is a formal document signed by the student and a member of the Head Office. It establishes in writing that:

- The student acknowledges that their attendance is not meeting the required level and that this is unacceptable and cannot continue;
- From that point forward, the student is required to attend every lesson, unless an Authorised Absence has been granted by the Head Office;
- Any breach of the agreement will result in immediate course termination without refund of course fees and, where applicable, accommodation fees;
- Where the course is terminated, parents, guardians and/or the agent will be notified and, for students under 18, safe and accompanied departure arrangements will be made.

10. Safeguarding

Attendance monitoring is an integral part of Language in Action's safeguarding responsibilities. Any unexplained or unexpected absence must be treated as a potential safeguarding concern and handled in accordance with the Group Safeguarding and Prevent Policy and LiA addendum. Staff must report any such absence to the DoS/Centre Manager immediately and without delay.

Any student who cannot be accounted for triggers the Missing and Unaccounted Student Policy immediately.