



# Language in Action Student Lateness Policy

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## POLICY

- All Students (regardless of visa type) are expected to arrive on time for all class and activities start times.
- Teachers and Activity Leaders are expected to set standards with regards to timekeeping.
- Any student arriving after the class start time will be marked 'Late'.
- Students arriving more than 15 minutes late to any part of the class or leaving more than 15 minutes early to any part will be marked late-absent.
- Any student who arrives more than 15 minutes late may be admitted to the class after the break.
- The academic team runs reports that will identify students with poor timekeeping and meetings will be arranged between the student (and/or agency group leader if part of a closed group) and DoS/Centre Manager to address this and bring about improvement.
- In the case of students with a student visa (over 11 months) or a short-term visa, the DoS/Centre Manager should be notified immediately if students are persistently late as this will affect attendance and, therefore, visa compliance.
- Students may claim to have valid excuses for patterned lateness. LiA will not accept any reasons for continued lateness to class.
- All teachers should be aware that good attendance and time-keeping is the cornerstone to quality education. This must be encouraged at all times. Language in Action teachers have a contractual duty to monitor student performance and attendance/timekeeping.

## RELATED POLICIES

- General policy for absent/missing students
- Attendance policy
- Student Disciplinary Procedure