

# Attendance Policy

## WHAT TO DO...

### If you are sick

Inform the school 30 minutes before the start of the class. This will be taken as authorised absence. If you are sick for 3 days or more, you must bring in a doctor's note.

### If you take time off without notifying us

If you do not arrange time off with LIA or call in when you are sick, this will be taken as unauthorised absence and your attendance will be affected.

### If you would like a holiday

Holidays may not be taken during term time without prior arrangement.

## REMEMBER!

### If your attendance starts to fall below 83%

We will inform you either in person or via a note given to you by your leader/teacher that we are concerned about your attendance, reminding you about the under 80% attendance

### If your attendance falls below 80% (without permission)

You will be given a **verbal warning**. This will be kept on your record.

### If your attendance continued to drop since your verbal warning OR you miss 3 days in a row (without permission)

You will be issued a **1st Written Warning** and you will be given an appointment to go and see the DoS/Centre Manager to explain your unauthorised absence. This will be added to your record.

### If your attendance continued to drop since your 1st written warning OR you miss a further 3 days in a row (without permission)

You will be issued with a **2nd Written Warning**, and you will be given an appointment to go and see the DoS/Centre Manager to explain your continued unauthorised absence. Your agent/parent will be notified you are on your final warning. This is your last chance to improve. You will be issued an Attendance Agreement by a member of the Head Office.

### If you have missed 10 days in a row (without permission)

The UK Home Office will be informed that you have broken the conditions of your Visa. You will be asked to leave the school and we will inform your parent and/or agent. If you are on a Tier 4 visa, you will be asked to leave the country immediately.

