



**English  
Path**

info@englishpath.com  
www.englishpath.com  
891 Greenford Road, London, UB6 0HE  
+44 (0) 207 539 3548

## **English Path Attendance Policy**

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Our attendance policy has been created to allow students to get the most out of their classes with us at English Path and to safeguard Under 18s:

1. If a student aged 18 or over student is more than **15 minutes** late for class, they must wait until break, then may go to class. They may not leave the class more than **15 minutes** before the end of class without prior permission from Academic Management. This does not apply to Under 18 students – under 18s must always be accepted into class and cannot leave early. Consistent lateness will be passed onto the Academic management team by the teacher and investigated.
2. Students should aim to come to every class, and are expected to attend at least 85% of their lessons. Students enrolled in a Young Learner course have a mandatory attendance of 100% for both lessons and activities.
3. If attendance falls below 85% (adult courses), the student will be contacted by a member of the Academic Management Team. If their attendance does not improve, they may be asked to attend a meeting with the Director of Studies/Academic Manager or Centre Manager.
4. Any meetings organised by the school to discuss attendance must be attended. Following a meeting, the student must work hard to improve their attendance so that it returns to above 85%.
5. The student may be asked to leave the school if they are absent for 10 or more consecutive days without warning or communication and they might not receive a certificate if their attendance falls below 85% (this does not apply to under 18s)
6. Attendance is monitored by the academic team daily in real-time through Teams and any absences will be investigated, as follows:
  - If a student is absent on the first day of their course, they will be contacted by student services. If there is no answer, then the accommodation provider or agent will be contacted and finally their emergency contact.
  - If they attend on their first day but are consequently absent for more than two days, they will be contacted by a member of the student services team. If there is no answer, then their agent or the accommodation provider will be contacted and finally the emergency contact.
  - If they do not answer and are still absent on the third day, we will call and email their emergency contact and or/agent again, visit the accommodation to check on the student, and will then call the police to report a missing person if there is no information on their whereabouts.
7. 16 & 17 year old students on an adult course

All students aged 16 or 17 on an adult course must sign in at the front desk on a daily basis before class. All students aged 16 or 17 are highlighted on our registers to make the teacher aware of their age. They, or their host family on their behalf, must call in or email before 08.45 am if they are not coming to school that day.

If we have not heard from the student and they are not in class, the teacher will tell the Academic Management team by 9:30am and we will call the student immediately. If the

student doesn't answer and the host family are unavailable (or guardian if private accommodation) we will call their agent (if applicable) and keep trying to establish contact. We will also try to contact the student through other media, including e-mail, whatsapp and social media sites. If we are unsuccessful at contacting the student, agent, host family or guardian and still have no news from them by 5pm, their parents will be contacted.

#### Students on a Young Learner programme

Students on a Young Learner course are required to attend 100% of their lessons and activities on a daily basis. Attendance is checked for every lesson or block of activities within the first 15 minutes of the class/activity starting.

They, or their host family on their behalf, must call or email in before 08.45 am if they are not coming to school that day. If a student on a Young Learner programme is taken ill and their host is not home, the student must come to school where they will be supervised, accompanied to a doctor if necessary and they will be allowed to rest in the medical room until their host returns home.

If we have not heard from them and they are not in class, the teacher will tell the Academic Management Team by 9:15 am and we will call the student/host family immediately. If the student doesn't answer and the host family are unavailable (or guardian if private accommodation) a member staff will visit the student's accommodation and another member of staff will continue to try to make contact.

Absence of any minor or vulnerable adult will be immediately followed up with notification to the Police if necessary. In this case, the parent and/or agent will be contacted immediately to notify them.