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# English Path Global Attendance Policy

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## Introduction

This Attendance Policy outlines the expectations, responsibilities, and procedures related to student attendance at English Path. It applies to all students across all campuses and is aligned with our safeguarding, disciplinary, and visa compliance frameworks. It should be read in conjunction with other core English Path policies, including the Code of Conduct and the Global Disciplinary Policy.



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Contents

1. Purpose ..... 3

2. Scope ..... 3

3. Definitions ..... 3

4. Responsibility ..... 3

5. Policy and Procedures ..... 4

    Lateness ..... 4

    Attendance ..... 4

    16 & 17 year old students on an adult course ..... 5

    Students on a Young Learner programme ..... 5

5 Related policies ..... 6

6 Policy Review ..... 6

7 Appendices: Attendance Warning Email Templates ..... 6

Appendix A: 1st Attendance Warning Email Template ..... 7

Appendix B: 2<sup>nd</sup> Attendance Warning Email Template ..... 7

Appendix C: 3<sup>rd</sup> Attendance Warning Email Template ..... 8

Appendix D: Template for contacting agents when the student cannot be reached by email, WhatsApp, or phone. .... 8



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## 1. Purpose

This policy sets out the expectations for student attendance at English Path. It supports student learning, wellbeing, and visa compliance, while ensuring consistency with safeguarding requirements and disciplinary procedures. The policy applies alongside the Code of Conduct and other core institutional policies.

## 2. Scope

This policy applies to all students enrolled at any English Path campus, across all courses and age groups. It covers attendance, punctuality, and absence procedures, including additional safeguards for students under 18 and requirements for visa compliance where applicable.

## 3. Definitions

**Attendance** – The act of being present in scheduled classes, lessons, or activities as outlined in a student's course timetable.

**Lateness** – Arrival to class more than five minutes after the scheduled start time. For the purposes of disciplinary action, students more than 15 minutes late may be recorded as absent.

**Authorised Absence** – An absence, supported by valid documentation and approved in advance by the Academic Management Team or Student Services, typically due to illness, visa appointments, or exceptional personal circumstances.

**Unauthorised Absence** – Any absence not approved in advance or not supported by valid documentation.

**Young Learners** – Students enrolled on programmes specifically designed for those under 18 years of age. These students are subject to stricter attendance and safeguarding procedures.

**Academic Management Team** – Staff members responsible for academic delivery and student progress, including the Director of Studies and Academic Managers.

**Student Services** – The team responsible for supporting student welfare, communication, and day-to-day operational matters, including absence follow-up and host contact.

## 4. Responsibility

The implementation of this policy is shared between the Academic Management Team and Student Services. Academic staff are responsible for monitoring attendance and applying intervention procedures. Student Services support communication with students, hosts, and emergency contacts, and ensure welfare protocols are followed—particularly for under-18s and vulnerable students.



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## 5. Policy and Procedures

### Lateness

5.1.1 If students are more than 15 minutes late for the first class of the day, or more than 5 minutes late after a break or for an elective class, this will be recorded as an absence. In such cases, students will not be permitted to join the class.

5.1.2 Students may not leave the class more than 15 minutes before the end of class without prior permission from Academic Management.

5.1.3 The above clauses (5.1.1 and 5.1.2) do not apply to under 18 students – under 18s must always be accepted into class and cannot leave early.

5.1.4 Consistent lateness will be passed onto the Academic Management team by the teacher and investigated.

### Attendance

5.2. 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.

5.3.1 If attendance falls below 85% (adult courses), the student will be contacted by a member of the Academic Management Team. As part of our staged disciplinary process, the student will receive:

- A verbal or written warning (Stage 1) if the issue is minor or first-time.
- A written or final warning (Stage 2) if attendance does not improve.
- If poor attendance continues, the student may be required to attend a disciplinary hearing (Stage 3), which may result in exclusion from the programme.

5.3.2 All warnings issued for low attendance will be recorded in the student's file in line with the English Path Global Disciplinary Policy.

5.3.3 For students on a visa, failure to maintain at least 85% attendance may result in reporting to the relevant immigration authority, which could lead to visa revocation. It is the student's responsibility to remain compliant with all visa conditions throughout their course.

5.4.1 Any meetings organised by the school to discuss attendance must be attended. Following the meeting, the student must take immediate steps to improve their attendance and bring it back above 85%. Failure to do so may lead to escalation through further disciplinary stages.



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5.4.2 Students have the right to appeal any disciplinary decisions related to attendance, including warnings, suspension, or exclusion. Appeals must be submitted in writing within five (5) working days of the decision. For full guidance on this process, please refer to the English Path Global Disciplinary Policy.

5.5. Students may be suspended or excluded from the school if they are absent for 10 or more consecutive days without warning or communication. In such cases, students will not be eligible for a refund and their enrolment may be terminated. Students whose attendance falls below 85% may not receive their end-of-course certificate.

Any disciplinary action will follow the procedure outlined in the English Path Global Disciplinary Policy, including appropriate warnings and, if necessary, a formal hearing.

5.6. Attendance is inputted by the teachers directly through the 'Teacher Portal' and monitored by the academic management team daily. 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 notify the police to report a missing person if there is no information regarding the student's whereabouts.

## 16 & 17 year old students on an adult course

5.7.1 All students aged 16 or 17 on an adult course must sign in at the front desk before class each day. 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.

5.7.2 If we have not heard from the student and they are not in class, the teacher will tell the Academic Management team by 9:15 am and we will call the student immediately. If the student does not 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 email, 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

5.8.1 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.



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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.

5.8.2 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 does not answer and the host family are unavailable (or guardian if private accommodation) a member of staff will visit the student's accommodation, and another member of staff will continue to try to make contact.

5.8.3 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.

## 5 Related policies

The following related policies can be [found here](#).

- English Path Global Disciplinary Policy & Procedures
- Statement of Student Rights and Responsibilities
- English Path Code of Conduct

## 6 Policy Review

This policy will be reviewed annually or as necessary to ensure its effectiveness and alignment with institutional goals and student needs.

## 7 Appendices: Attendance Warning Email Templates

- Appendix A. 1<sup>st</sup> Attendance Warning Template.
- Appendix B. 2<sup>nd</sup> Attendance Warning Template.
- Appendix C. 3<sup>rd</sup> Attendance Warning Template.
- Appendix D. Template for contacting agents when the student cannot be reached by email, WhatsApp, or phone.

*NB. To ensure students can be contacted promptly and records remain up to date, the following additional procedures should be followed when sending attendance warnings:*

- A dated note should be added to the student's record requesting that the next staff member who interacts with the student in person confirms and updates their email address. This will ensure we have accurate contact details for future communication.
- If any email to the student results in a bounce-back, this must be recorded with a dated note in the student's file. Bounce-backs on the academic welcome email should be identified and addressed during the first week of the course.



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## Appendix A: 1st Attendance Warning Email Template

Dear student,

I hope you are enjoying your classes.

This email is being sent to remind you that your attendance is below the required minimum of 85%. Please make an appointment with [...] if there are any issues which have prevented you from attending class.

Otherwise, we look forward to seeing you in class and would like to encourage you to attend all your classes from now on.

This is your **first** attendance reminder. Please note that after three attendance reminders further action may be taken by English Path, which may include the cancellation of your course.

If you would like further clarification about your attendance or if you have any further questions, please reply to this email.

Many thanks,

**[Name]**

[Position – e.g., Academic Manager / Director of Studies]

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## Appendix B: 2<sup>nd</sup> Attendance Warning Email Template

Dear student,

This email is being sent because your attendance continues to be below the required minimum of 85%. This is your **second** attendance reminder.

Please make an appointment with [...] if there are any issues which have prevented you from attending class.

Otherwise, we look forward to seeing you in your classes and would like to encourage you to attend all your classes from now on.

Please note that after three attendance reminders further action may be taken by English Path, which may include the cancellation of your course.

If you would like further clarification about your attendance or if you have any further questions, please reply to this email.

Many thanks,

**[Name]**

[Position – e.g., Academic Manager / Director of Studies]

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## Appendix C: 3<sup>rd</sup> Attendance Warning Email Template

Dear student,

This email is being sent because, despite two previous reminders, your attendance continues to be below the required minimum of 85%, and you have not taken any action to improve your attendance. This is your **third** attendance reminder.

Please come to see me this week so we can make an appointment to discuss the reasons for your low attendance.

Kind regards,

**[Name]**

[Position – e.g., Academic Manager / Director of Studies]

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## Appendix D: Template for contacting agents when the student cannot be reached by email, WhatsApp, or phone.

Dear Sir/Madam,

Could you please inform your client \_\_\_\_\_ that their attendance is currently at \_\_\_\_\_ and so has fallen below the minimum of 85%.

Please could you remind \_\_\_\_\_ to let English Path know if there are any issues which have prevented them from attending class. Otherwise, we look forward to seeing them in the school and would like to encourage them to attend all their classes from now on.

Best wishes

**[Name]**

[Position – e.g., Academic Manager / Director of Studies]

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