



## Lateness policy

Late arrivals make it difficult to continue the class and are annoying to other students. If you are late the teacher will make a note in the register. If you are regularly late you will be told that you cannot join the class until after the break. You will be asked to do private study in the self-study room or the Hawley Club until then.

We consider 10 minutes after the start time of the class as being late.

## Unauthorised absence policy

### Continuous unauthorised absence

session 1	
session 2	first call to student mobile and/or host family
session 3	
session 4	second call to student mobile and/or host family
session 5	
session 6	informal warning upon student's return
session 7	continued efforts to contact the student, the host family where appropriate, the emergency contact number provided by the student and the agent where appropriate.
session 8	
session 9	
session 10	UKBA (if appropriate) notified and student permanently excluded

For English in Margate the definition of a session is 1 day of unauthorised absence from classes.

### Intermittent unauthorised absence

#### Strike 1

The student will receive an informal warning if they are absent without leave for 3 consecutive days or for 3 days within a two week period.

#### Strike 2

The student will receive a formal warning if they are absent without leave twice again within 3 weeks of the first warning.

#### Strike 3

If the student is absent again within the following 2 weeks they will be asked to leave the school

For the definition of 'unauthorised absence' please see the next page.



## English for adults... by the sea

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### Procedure for absent students

- If a student is absent from class this will be recorded by the teacher and later added to the student's record.
- If a student knows they will be absent – holidays, doctor's appointments, university interviews etc, they should inform the school through a Student Situation Report or by informing the Academic Manager or Assistant Academic Manager. They must also tell their teacher.
- On finding out about absence without leave, the school will try to contact the student directly to find out what is happening, or contact the host family.
- If the student lives in accommodation not provided by the school, the school will phone the up-to-date number provided by the student as their current contact information.
- On the student's return to school, the school will enquire as to the student's health and welfare. The teacher will make sure the student is aware of the material covered during his/her absence.
- If a student is absent for reasons of health, the host family are encouraged to help the student get the appropriate medical advice.
- The school's definition of a missed session is 1 day of unauthorised absence from classes.
- If the student is absent without leave for more than 10 (ten) sessions, the school will contact the relevant authorities (usually the United Kingdom Borders Agency). The school also reserves the right to contact the student's family, employer or agent in this situation. For persistent absence, the school operates a "three strikes" policy.
  1. *The student will receive an informal warning if they are absent without leave for three consecutive days.*
  2. *The student will receive a formal warning if they are absent without leave twice (2 times) again within 3 weeks of the first warning. They will be told that if they are absent without leave again in the following two weeks, they will be asked to leave the school.*
  3. *If a student is asked to leave the school, they will have to vacate their accommodation within 24 hours. They will not get a refund on any outstanding payments.*
- Persistent lateness will also trigger warnings at the discretion of the school management.

### Definitions of 'authorised absence' and 'unauthorised absence'

Absence with leave	Absence without leave
Appointments with Police.	Oversleeping.
Appointments with Government Sponsors (e.g. SACB – evidence will be required that you saw your supervisor).	"oh I was ill".
Routine Medical/Dental Appointments (evidence required).	Absence with no prior warning, request or permission.
Emergency Medical appointments (evidence required).	Shopping.
Illness – we must be informed by the host family on the first day of absence.	Failure to return from holiday/home on the date advised.
Arranged holidays – and returns home for religious festivals (Eid etc). We must know your return date.	Being absent after permission was denied.
Other absence must be arranged on request to the Academic Manager.	

We are a school with a long working day. It is sometimes difficult to arrange appointments outside of the school day. However, the school needs to know where students (especially visa nationals) are at any one time. The Academic Management will aim to be as sympathetic as possible to students' needs, while maintaining the focus on the school being a place of serious education.

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