

Attendance Policy

At United World School of English, we take attendance and punctuality seriously. Absence and lateness is disruptive not only to the student's own learning, but also to the other students in the class. Every student receives information regarding attendance, punctuality and absence on the first day during induction.

Procedure

- Students should be in the classroom at the beginning of class (5 minutes past every hour). They can join the beginning of each class until 10 minutes past the hour, however the break between 9-11, 12-2 and 3-5 classes is 5 minutes only and no lateness is accepted.
- If a visa student is ill, they must call or email reception at the start of the school day. For longer periods of illness, a doctor's certificate is required. (for EU students, this is also advised)
- Teachers mark student attendance in the appropriate class register and student cards are taken to reception. They are scanned and attendance recorded on MERCURY.
- Under 18's students are marked on the register in orange. It is the teachers' job to ensure that under 18's absences are recorded and reported to the DoS or Welfare Officer. The Dos will then contact the host family/guardian/group leader.
- When classroom doors are closed and the student is late, they are marked absent.
- Authorised absences include:
 - Illness
 - Doctor's, hospital or dentist's appointments
 - Interviews
 - Training
 - Arranged holiday
 - Religious commitments**These are recorded on Mercury**
- Each week the registers are checked by the DoS or Principal. Students that have unexplained or unauthorised absences will be contacted by either phone or email.
- Students who are consistently absent or late will be spoken to by their teacher in the first instance. If the behaviour continues, the Dos or Principal will follow up.
- Visa students who fail to attend lessons and fall below 80% attendance with no improvement despite warnings, will be expelled as outlined in the school's terms and conditions. If visa requirements are not met, the student will be reported to the UKBA.
- No refunds are given for unauthorised absences/holidays or course cancellations (once the course has started).
- Students who achieve less than 80% attendance, will not receive a School Diploma.