



## Student Attendance Policy

The following is in the student handbook and on the website.

We expect all our students to maintain 100% attendance. If your attendance falls below 100% we may want to talk to you. Poor attendance can affect group dynamics, and will certainly affect your learning.

Remember this is to help you: if you do not come to classes we believe it is because you are not happy, and we want you to be happy. So if you are not enjoying your classes or have any kind of personal problem PLEASE come and tell us. Please speak to Diego or Janey, as they are our Welfare Officers.

If your attendance stays below 80% without good reason, we reserve the right to expel you from the school after one verbal and two written warnings. Each warning will be after two week periods of poor attendance.

If you wish to be absent from your course for any reason please come and talk to the office. If possible we will arrange authorised absence. Examples of authorised absence include: compassionate leave, sickness or short-term accommodation difficulties.

**If you are having attendance issues and you are under 18 please either speak to Janey, or Diego if Janey is away: they are our Child Protection Officers. Please note that all 16 and 17 year old students must sign in the office twice a day - in the morning before 9.00 and in the afternoon after lunch at 13.30.**

**We will immediately phone the parents or guardians of under 18 students who do not sign in twice a day.**

This policy was last reviewed in April 2022.  
Next review in April 2023.