

POLICY ON STUDENT ATTENDANCE

Studio regards consistent attendance at school as critical to a student's success and the achievement of their learning goals. Attendance for students on summer camps is mandatory and the policy below differentiates between students on "Intensive English Courses, Sir George Camp & Ministay Programmes" and students on "Summer camps".

Studio ensures that the monitoring of student attendance and the reporting procedure relating to the student's non-attendance, is fully compliant with the UK Visas and Immigration Regulations.

We review each absence on a case-by-case basis, considering factors such as age, the identity of the fee-payer, the type of student (exam, intensive, short term, long term, group student, camp student etc) and the individual circumstances.

Studio ensures that the reporting procedures fulfil all duty of care obligations and sponsors/parents are notified, where appropriate, if attendance lapses.

We reserve the right to ask any student, whose course attendance is unsatisfactory, to leave the programme. In this case, no refund of fees will be made.

1. Procedure for individuals on Intensive English Courses, Sir George Camp & Ministay programmes

All students

Teachers record attendance on paper registers daily. This is transferred to the students' electronic record by the Director of Studies (DoS). Students are marked as absent if they are not in class. This is regardless of sickness, organised trips, appointments etc.

The School Manager and team complete daily, whole-school registration within approximately 30 minutes of classes beginning, wherein paper registers are checked in all occupied classrooms. The team sends a daily email to the Admin Group, which includes the HoPC, with the names of any missing students.

Students are marked as late if they arrive after lessons begin. If a student arrives after the School Manager or a member of the team has been to the class, or if a student is persistently late, the teacher asks the student to see the DoS. If the student does not have good reason for lateness, the DoS will remind the student that punctuality is a basic requirement that must be adhered to. If the student has good reason for lateness, they will be reminded that they must inform the school when they are on their way. Depending on the degree of lateness and the reason for it, the DoS will decide whether the student can join the lesson or should wait until the start of the next lesson.

If a student is ill and unable to come to school, they should inform the school on the number provided on their lanyard. The member of the team responding to the call informs the School Admin group via email.

Students aged 18 and over

If a student aged 18 or over is absent for 3 consecutive days, teachers notify the School Manager during the daily attendance check. As an additional check, the School Manager or a member of the team notes the number of days of consecutive absence in their daily email to the School Admin group, which includes the HoPC. The HoPC, telephones the student to check on their wellbeing and asks them to come to school. If the HoPC is unable to get hold of the student, the Homestay Provider will be contacted (where applicable).

The DoS speaks with any student aged 18 and over whose attendance is below 50% in any week to find out the reason for low attendance. The DoS reminds students of the importance of attendance.

Students under 18

Students under 18 are required to have 100% attendance for lessons, guided study and compulsory activities. The School Manager goes around the classes each morning within 30 minutes after lessons have started and makes a list of absent students, which he emails to the School Admin group.

If a student under the age of 18 is absent, the HoPC will attempt to contact the student directly on their mobile telephone number. If the HoPC is unable to reach the student, the homestay provided is then contacted and the whereabouts of the student is discussed. The process of contacting a missing under 18-year-old must be started within 30 minutes from the start of the entire registration process.

Students inform the School Manager or HoPC of any planned absences.

If a student under 18 is more than 30 minutes late 3 times in 1 week, they are required to register in advance of lessons with reception on a daily basis. The School Manager or HoPC will review the arrangement with the student at the end of the week and will provide support as required. The degree of support is likely to vary case by case and in some instances, parents and agents may be notified.

Sir George students - guided study and activities

All students on the Sir George Camp (14–17-year-olds) are required to have 100% attendance for lessons and for the guided study or activity sessions each week. Students are expected to attend from 15:20 until 16:05. The DoS checks individual student attendance to guided study. The activity leader checks the attendance to activities. In case of non-attendance, the DoS will talk to individual students as deemed necessary.

Mini-stay group students

In the case of absence, the School Manager or HoPC contacts the Group Leader and/or the student's host family to find out the reason for the student's absence. If the student's absence is unauthorised, he or she will be spoken to by the Group Leader, School Manager or DoS as necessary.

2. Procedure for Summer Camps

Attendance is the overall responsibility of the camp's Welfare Officer.

Students on summer camps are expected to attend all lessons, compulsory activities and excursions unless they have prior permission to be absent. Students are marked as absent if they are not in class. This is regardless of sickness, organised trips, appointments etc. Teachers record attendance data on paper registers daily and the registers are filed and kept by the Teaching Coordinator. The Welfare Officer (WO) checks the classrooms or the registers for absentees.

If a student is absent, the WO follows the following procedure:

- Students are told to inform the school via their homestay host or House Manager if they are unwell and can't make it into school.
- If an absent student has not informed the school:
 - If the student is in on-site accommodation, the WO will go to their room to ask why they are absent. This should not happen because the House Manager checks the bedrooms after breakfast.
 - If the student is in off-site accommodation, the WO phones the student's homestay host or House Manager to find out the reason for the absence. If a student does not have a good reason to be absent, they will be asked to go to school immediately or the next morning, depending on when they are located.

- The WO asks the student to come to their office to explain the reason for the absence. If the reason is acceptable but the student knew in advance, he or she will be reminded to inform us in advance if they need to be absent. If the reason is not acceptable, the student is given a warning. Depending on the circumstances the warning may be an official warning in the form of a 'yellow card'. If absence is repeated more serious warnings are given - red card, put on report – and the student may be sent home from their course early.

*Reviewed: Mar 2026 by RE, GT, TE & EW
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