

ENGLISH STUDY CAMPS

by Wimbledon School of English



Absence Policy (Non-Residential)

Aims:

- To ensure all our students take their studies seriously and do not miss any classes without a good reason.
- To provide individual care to any student who feels unwell and to ensure they return to class and activities as soon as they are well enough to do so.
- To ensure that students are able to catch up on any missed work owing to an absence from class.
- To ensure the safety of our students at all times.

Definition of acceptable absence from class or activities:

Our policy is that all students must attend all lessons and activities unless they are not feeling well enough to participate. In exceptional circumstances, students may be taken out of class by their parents with the prior arrangement of the Centre Manager, however, this is discouraged. No other reason for absence is normally accepted.

Procedures:

The normal procedure for dealing with absences is as follows:

- Students are told to inform their homestay host if they are feeling unwell.
- The host will decide if the student is unwell enough to miss class or activities.
- The host informs the school that the student is ill, and the DoS will inform the relevant teacher, and the Juniors Activities Manager will inform the relevant Social Activities Leader.
- Class and activities registers are completed during every lesson and activity. The students are marked:
 - / for present
 - **A** for absent
 - **B** for a notified absence, giving the reason where known
 - **S** for sick
 - **L** for late
- Teachers and Social Activities Leaders must inform their line manager immediately if a student is absent without notice. This is done by phoning through the absence rather than leaving the class or activity.
- The Accommodation Manager or Student Services Officer checks in with the host in the afternoon to see how the student is doing and the likelihood of the student feeling better enough to return to school the next day.

Disciplinary Actions – Absences

Any instances of unauthorised absence or lateness is dealt with according to the **English Study Camps Disciplinary Procedure**.