



## Absence Policy (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 house parent if they are feeling unwell.
- The house parent (with the help of a first aider, or a doctor/nurse in more serious cases) will decide if the student is unwell enough to miss class or activities.
- The House Parent informs the DoS, SAM, Welfare & Student Services Manager and CM that the student is ill, and the DoS and SAM will inform the relevant teacher and SAL.
- Provision is made for one member of staff (normally the House Parent) to supervise the student in the boarding house during class and activities time.
- Students who are ill are normally assigned to a designated sick bedroom so they can have peace from other students and to help prevent infecting other students.
- The Head of Welfare/Centre Manager draws up a rota of staff to check in on the sick student.
- 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 SALs 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.

### Disciplinary Actions – Absences

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