

# Attendance & Lateness Policy – Adults



## 1. Why attendance matters

We want you to make good progress in English and get the most from your course. Regular attendance and good punctuality help you learn well, join in fully and avoid disruption to your class.

## 2. Key points

- If you are going to be late or absent, you must tell us before the first lesson begins.
- You can do this by phone on **+44 23 8022 8203** or by emailing **study@lewis-school.co.uk**.
- If you arrive more than **15 minutes late** for the first lesson, you will not be allowed to enter the class and you will be marked absent.
- You must also arrive on time for the second and third lessons. If you are late, you may be refused entry and marked absent.
- You must attend at least **80%** of your lessons to receive a course certificate.
- If your visa, sponsor or other official arrangement has attendance rules, we may also need to share information about poor attendance where relevant.
- Students under **18** must attend all lessons. For safeguarding reasons, if you are under **18** and arrive late, you must attend an independent study session instead and you will be marked absent for that lesson.

## 3. What we expect

We expect you to:

- attend lessons regularly
- arrive on time
- tell us as soon as possible if you are going to be late or absent
- follow this policy during your course

We understand that sometimes it is not possible to arrive on time. If it is difficult for you to arrive on time every day, please speak to Reception or the Director of Studies.

## 4. Planned absence and holidays

Please try not to book holidays during your course.

If you need planned time away, you must ask Reception by **Wednesday of the previous week**. We will look at your attendance so far, the length of your course and the effect on your learning. Approval is not automatic.

## 5. 1:1 lessons

1:1 lessons at the school are usually scheduled in the afternoon, between 14.00 and 17.30.

If you cannot attend a 1:1 lesson, you must contact us by phone or email to reschedule the lesson, no later than **9.30 on the day of the lesson**.

For online 1:1 lessons, you must contact us at least 3 hours before your lesson is due to start.

If you do not give enough notice, the lesson may still be charged.

## 6. Friday prayers

If you attend Friday prayers at the mosque, you may take an extra 30 minutes in addition to the normal 1-hour lunch break.

Depending on prayer times, you will either:

- leave the second lesson at **12.30** and return on time for the third lesson at **14.00**, or
- finish the second lesson at **13.00** and return no later than **14.30**

If you arrive after the agreed time, you will not be allowed to enter and will be marked absent.

## 7. What happens if attendance is poor

We monitor attendance and punctuality regularly.

If you often miss lessons, arrive late or do not follow our attendance procedures, we may:

- speak to you
- send you a warning
- ask to meet with you
- monitor your attendance more closely
- contact your agent, sponsor or another appropriate person where needed
- take further action under our discipline procedures

If your attendance is very poor and there is no valid reason, we may take further action under our discipline procedures.

## 8. Linked policies

This policy should be read with our:

- Discipline Policy – Adults
- Safeguarding Policy
- Under-18s in Adult School Policy

You can find our school policies at: <https://lewis-school.co.uk/school-policies/>

## 9. Review

We review this policy every year, and sooner if needed.

**Version:** ALPA-0326

**Policy owner:** Alistair Walker

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**Next review date:** 1 March 2027