

Attendance & Lateness Policy – Juniors



1. Why attendance matters

At Lewis School of English, your safety and welfare are very important to us. Good attendance and punctuality help you learn well, stay safe and take part fully in your programme.

2. What we expect

You must:

- attend all lessons
- attend all scheduled activities and trips
- arrive on time
- return on time after lessons, activities and trips
- follow the rules of the programme

Attendance is compulsory unless we have agreed something different in advance or you are absent for an accepted reason, such as illness.

3. If you are ill, late or absent

If you are ill, late or absent, a parent, guardian, group leader, homestay host or another responsible adult must contact us as soon as possible.

Where possible, they should tell us:

- your name
- your class or group
- the reason
- where you are
- when you are expected to return

4. Returning on time

You must return on time after lessons, activities and trips.

If you are staying in homestay accommodation, you must return home by the time shown on your timetable. If you are staying in residential accommodation, you must follow the return-time and bedtime rules.

If you do not return on time, we may treat this as a welfare, safeguarding or discipline matter.

5. Unexplained absence

If you are absent and we have not been told properly, we treat this seriously.

Unauthorised absence includes:

- being absent without explanation
- missing a required part of the programme without permission
- not returning at the agreed time

Repeated lateness or absence may lead to warnings or other action.

6. Missing students

If you are missing or cannot be found, we treat this as a safeguarding concern and act straight away.

Depending on the situation, we may:

- check registers and attendance records
- contact you, your parent, guardian, group leader or host
- search on site or retrace steps off site
- follow our lost student procedures immediately

This policy does not replace our lost student procedures. We follow those procedures whenever a student cannot be located.

7. What happens if there is a problem

If you are repeatedly late or absent, or do not follow the attendance rules, we may:

- speak to you
- speak to a parent, guardian, group leader, host or another responsible adult
- monitor your attendance more closely
- issue a warning
- take further action under our discipline procedures
- treat the matter as a safeguarding concern where appropriate

8. Linked policies

This policy should be read with our:

- Safeguarding Policy
- Lost Student Policy – On-Site
- Lost Student Policy – Off-Site
- Discipline Policy – Junior Programmes

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

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