



## Attendance Policy: GE and Exam Courses

You have come to LSI Portsmouth to improve your English and we really want you to gain as much as possible from your course. To achieve this, it is vital that you attend **all** of your classes and arrive **on time** for every lesson.

We expect all students to attend **100%** of their classes.

If you are going to be away from school for any reason, e.g. illness or a doctor's appointment etc. you must tell Student Services in the reception area AND, if possible, your teacher by 8.45am that morning. You can phone the school on **02392 291 811** or email [studentservices@lsi-portsmouth.co.uk](mailto:studentservices@lsi-portsmouth.co.uk). If you are ill for more than 3 days, we may ask to see a doctor's note.

If you do not tell us that you're going to be away, your absence will be marked as '**unauthorised**' in the attendance records.

If you are not in school, we may phone you to find out where you are and if you are safe. If we cannot contact you, we may try your host family or emergency contact number.

### Procedures

- If you miss classes, your **teacher will speak to you** and ask you to come to all of your lessons from then on.
- If your attendance drops **below 85%** and you continue to miss classes, the **Director of Studies** will speak to you and explain the **consequences** you may face if your attendance doesn't improve.
- If you still continue to miss classes after this, you will be given a **written warning**.
- If after this there is still no improvement with your attendance, the **Principal** will speak to you and decide a further course of action.

### Consequences of attendance below 85%

- Your parents/agent/sponsor may be told about your poor attendance.
- We may **refuse to write reports/references** that you need for future jobs, **visas** or Government sponsorship (your sponsor could then decide to withdraw sponsorship). If we do agree to write a report, we will state your overall attendance percentage on the document.
- If you are in an **exam class**, we will move you to a General English class until your attendance improves.
- If because of many absences your level falls behind that of your classmates, we may be forced to move you into a **lower** level class.
- If your overall attendance is **below 85%** (both excused and unauthorised absences), we may **not** give you a final leaving certificate.
- **You may be asked to leave LSI Portsmouth and return to your home country.**

**If you are on a pre-sessional course stricter rules apply. If your attendance is below 90%, you will automatically fail the course and will not be able to proceed onto your university course.**