



Attendance Policy: GE and Exam Courses

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

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

Procedures and rules

Your teacher will mark your attendance in the register every day. You will be marked as P if you are present, L if you arrive between 1 and 10 minutes late, and E (excused) or A (unauthorized) if you are absent or arrive after 10 minutes. The registers will be checked by a Director of Studies every week.

For an absence to be excused, you must call (02392 291 811) or email (studentservices@lsi-portsmouth.co.uk) the school before 9am / 1pm and give an acceptable reason for your absence.

Acceptable reasons for an excused absence include:

- Home emergency with utilities
- Illness such as fever, vomiting, bad cold, bad cough, covid, migraine (after 3 days a doctor's note will be required)
- Taking / collecting family to/from airport
- Police registration
- Hospital appointment
- Doctor or dentist appointment
- Embassy appointment
- Appointment at child's school / nursery
- Flat viewing (maximum one day per week)
- Bank appointment
- Religious festival (maximum one day for each festival)
- Family emergency
- Moving house
- Delivery



Reasons that will not be accepted for an excused absence:

- Minor illness
- Tired
- Missed the bus
- Taxi was late
- Slept in / missed the alarm
- Sore foot / leg / arm etc (unless walking is impossible)

If you do not call or email in advance, your absence will automatically be marked as **'unauthorised'**.

Please note that all absences will be counted towards your attendance. This means that you will need to try to make sure that you make appointments after school or during the lunch break where possible so you do not miss more than 20% per week.

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.

Please note that your Embassy or university may have stricter attendance requirements than ours and we may be required to report to them on your attendance. If this is the case, you will need to meet the requirements of both.

Ending your course early

If you would like to end your course early for any reason, you must give a minimum of one week's notice and you should discuss this with the Student Services Team. If you pay for your own course, we are not able to offer refunds, but you will be given credit that you may use to pay for a future course. If you are a sponsored student, you must request permission from your sponsor to end your course early. LSI/IH Portsmouth cannot change your course dates without permission from your sponsor.

Holidays

If you would like to take a holiday during your course, you may take a maximum of 4 weeks and you must give the school at least one week's notice. If you are a sponsored student, you must request permission from your sponsor. LSI/IH Portsmouth cannot allow holiday for sponsored students without the sponsor's permission.



Disciplinary Procedures

In order to create conditions for high quality lessons and to help you to learn as much as possible, the following disciplinary procedure will be followed:

- If you miss classes, your **teacher will speak to you** and ask you to come to all of your lessons from then on.
- If you miss more than 20% of your lessons in a week (for full-time students, that is 4 lessons or more), **you will be emailed by a Director of Studies** to remind you to come to all of your lessons and to explain the consequences you may face if your attendance does not improve.
- If you miss more than 20% of your lessons in a week for a second time, **you will be emailed again** and you will be told that the next stage will be a formal warning.
- If you miss more than 20% of your lessons in a week for a third time and your overall attendance drops below 80%, **you will be sent a formal written warning and your agent will be informed.**
- If you miss more than 20% of your lessons in a week for a fourth time and your attendance remains under 80% overall, **the Principal will speak to you and you will be given a final written warning.**
- If you miss more than 20% of your lessons in a week for a fifth time and your attendance remains under 80% overall, **you will be asked to leave LSI/IH Portsmouth with no refund** unless we feel there are exceptional circumstances which justify your absences.

Consequences of attendance below 80%

- Your agent/sponsor will be told about your poor attendance and you may lose your sponsorship
- If you are in an **exam class**, we may move you to a General English class until your attendance improves.
- If your attendance causes your progress to slow down, we may be forced to move you into a lower level class.
- **If your overall attendance is below 80% at the end of your course (both excused and unauthorised absences), your final leaving certificate will include your attendance on it.**
- **You may be asked to leave LSI/IH Portsmouth and return to your home country.**

If you are on a pre-sessional course stricter rules apply. Please see the separate Pre-Sessional attendance policy for details.



LSI PORTSMOUTH
International House
Portsmouth





Key contacts for attendance

Reason	Person	Email	Room
To provide a reason for an absence	Student Services Team	studentservices@lsi-portsmouth.co.uk	Reception
To request a holiday	Student Services Team	studentservices@lsi-portsmouth.co.uk	Reception
To discuss ending your course early	Student Services Team	studentservices@lsi-portsmouth.co.uk	Reception
To check your attendance	Robyn Stoddard	Robyn.stoddard@lsi-portsmouth.co.uk	204a 2 nd floor
To discuss an email or formal warning about your attendance	Robyn Stoddard	Robyn.stoddard@lsi-portsmouth.co.uk	204a (2 nd floor)
To appeal a decision regarding a certificate	Robyn Stoddard	Robyn.stoddard@lsi-portsmouth.co.uk	204a (2 nd floor)
To appeal a decision regarding an expulsion (being asked to leave the school)	Lea Brophy (Principal)	Lea.brophy@lsi-portsmouth.co.uk	311 (3 rd floor)
To discuss attendance reports for your Embassy	Claire Greenway	Claire.greenway@lsi-portsmouth.co.uk	305 (3 rd floor)