



## 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

1. Your teacher will mark your attendance in the register every day. You will be marked as follows:
  - P – present
  - L – late (between 1-10 minutes)
  - E – excused (please see acceptable reason below)
  - A – absent (if you are absent, arrive more than 10 minutes late, or leave the class for more than 10 minutes)
  - H = holiday (official holidays)
2. The registers will be checked weekly by the Assistant Director of Studies.
3. For an absence to be **excused**, you must **call (02392 291 811) or email ([studentservices@lsi-portsmouth.co.uk](mailto: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)
- Child who is unwell
- Taking / collecting family to/from airport
- Hospital appointment
- Doctor or dentist appointment
- Embassy appointment
- Appointment with child's school / nursery / doctor
- 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 **A - 'unauthorised'**.

### **IMPORTANT**

- **Please note that ALL absences** (excused (E) and unauthorized (A)) **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:

- You are expected to attend 100% of your classes
- If you miss classes, your teacher will speak to you and ask you to come to all your lessons from then on.

### **THE DISCIPLINARY PROCEDURE STARTS IF:**

- You miss 20% or more of lessons in one week

OR

- Your overall attendance falls below 80% (this includes EXCUSED and UNEXCUSED absences)

### **STEP 1 — Attendance Review**

- We contact you and speak to you about your attendance.
- We discuss the reasons for your absences and remind you of our rules and possible consequences.
- We might explore whether our Welfare Team are able to support you in any way.

### **STEP 2 — Improvement Plan**

*If your attendance continues to fall*

- We invite you to a meeting with a member of the Academic Team.
- We agree on and set your attendance target.
- We monitor your attendance weekly or daily (depending on the target).

### **STEP 3 — If you don't meet your attendance target**

- You meet with the Director of Academic and Quality.
- A formal warning is issued.
- Your agent is informed.
- Your attendance target is reviewed and closely monitored.

### **STEP 4 — Final Outcome**

If you don't meet your attendance target, your attendance remains below 80% and continues to fall:

- Your final leaving certificate will include your attendance on it.
- You may be asked to leave the school, and the fees will not be refunded.

## 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 unauthorized 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 and the fees will not be refunded

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

## Key contacts for attendance

Reason for help	Person	Email
To provide a reason for an absence	Student Services Team	studentservices@lsi-portsmouth.co.uk
To request a holiday	Student Services Team	studentservices@lsi-portsmouth.co.uk
To discuss ending your course early	Student Services Team	studentservices@lsi-portsmouth.co.uk
To check your attendance	Assistant Director of Studies	hanna.jansen-pereira@lsi.portsmouth-co.uk
To discuss attendance issues or an attendance improvement plan	Assistant Director of Studies	hanna.jansen-pereira@lsi.portsmouth-co.uk
To appeal a decision regarding a formal warning and a certificate	Director of Academic and Quality	lewis.richards@lsi-portsmouth.co.uk
To appeal a decision regarding an expulsion	Principal	james.llewellyn@lsi-portsmouth.co.uk
To discuss attendance reports for your Embassy	GE & Exams Admin	liam.wallington@lsi-portsmouth.co.uk

