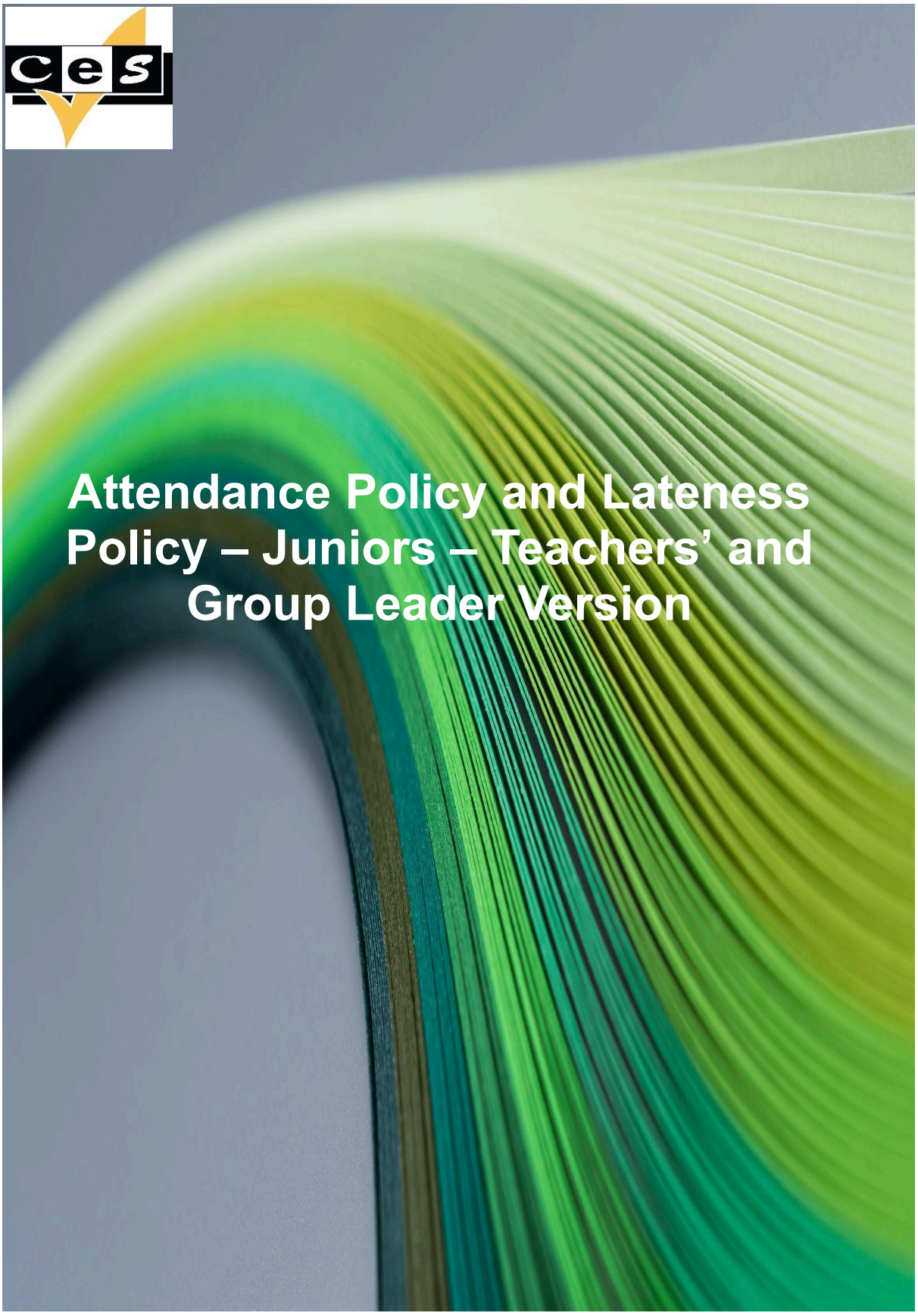


Attendance Policy and Lateness Policy – Juniors – Teachers' and Group Leader Version

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All our Junior students (under 18 years' of age) whether on a MiniStage program or in our Junior Summer School must come to lessons for the following reasons:

1. English classes are included in their package and we must deliver what their parents have paid for and expect.
2. we must ensure that we can account for every single student from a safe-guarding point of view.

Registers

Register records are important documents. Failure to keep accurate registers is a serious and potentially a disciplinary matter.
Do a register check at the beginning of every lesson.
If a student is present, mark his/her attendance as "/" for present.
If a student is absent, mark his/her attendance as "U" for unauthorized absence.
In the event that a student (aged 16 or 17) is absent then please do not delay, report this to the reception immediately.
Our morning and afternoon registers are checked daily by our administrative staff. If a student has authorized absence, the administrative member of staff will change the "U" to "A".
Teachers are not at liberty to change this.

Mini-Stage Programs

Group leaders are primarily responsible for ensuring that all their students are in class in every lesson.
Group leaders are directly in contact with their students by telephone. We recommend WhatsApp to assist this. They are normally required to meet their students before lessons and check that their students have arrived to school on time. CES Leeds will provide Group Leaders registers to assist this task.
In addition, teachers will inform reception if any under 18-year-old is absent when they do the register check. Group Leaders are informed and required to follow up directly with their missing student.

Lateness Policy for Mini-Stage students in Adult Classes
Classes start at 09.30, 11.30 and 14.00. Teachers can allow late arrivers into class if they are no later than 10 minutes late for the 09.30 classes. If they arrive more than 10 minutes late, do not allow them in class unless at the discretion of the administration staff or Principal. In such circumstances, this will be marked as unauthorised absence. For the 11.30 and 14.00 class and after the break in the afternoon classes from (15.30 to 15.40), students can arrive no later than 5 minutes late. If they arrive more than 5 minutes late, do not allow them in class unless at the discretion of the administration staff or Principal. In such circumstances, this will be marked as unauthorised absence.
Students who arrive late and are not allowed into lessons, must wait in the common room with their Group Leader.

Junior School

Group leaders are primarily responsible for ensuring that all their students are in class in every lesson.
Group leaders are directly in contact with their students by telephone. We recommend WhatsApp to assist this. Daily, 15 minutes into each lesson, Yellow Shirts visit every classroom to check for absences. Group Leaders are informed and required to follow up directly with their missing student.

Lateness Policy for Junior School students
Classes start at 09.30 and 11.30. Teachers can allow late arrivers into class if they are no later than 10 minutes late for the 09.30 classes. If they arrive more than 10 minutes late, do not allow them in class unless at the discretion of the Junior School Director of Studies. In such circumstances, this will be marked as unauthorised absence. For the 11.30 class students can arrive no later than 5 minutes late. If they arrive more than 5 minutes late, do not allow them in class unless at the discretion of the Junior School Director of Studies. In such circumstances, this will be marked as unauthorised absence.
Students who arrive late and are not allowed into lessons, must wait in the common room with their Group Leader or Yellow Shirt.