

## STUDENT ATTENDANCE

All students are expected to attend all lessons, excursions, activities meals and house meetings whilst studying at BSC Young Learners Ltd.

Attendance to all lessons, excursions, activities, meals and house meetings are recorded on attendance registers using the following procedure:

The students are marked:

1. ✓ for present
2. L for late
3. A for absent

Students can be excused from lessons, excursions, activities, meals and house meetings only with the approval of the Centre Manager under the following conditions:

- Sickness
- Being excused by International Group Leaders (a release form must be signed)
- Exceptional circumstances (bereavement, serious illness, unexpected personal or family problems)

### **Attendance registers**

Registers are taken by the following BSC YL team members and later stored in the main on-site BSC YL office:

Teachers:	at the start of Academic lessons
<b><i>(Academic attendances are to be completed on the Fidelo CRM. Full training to be given at the Management Induction Training)</i></b>	
Activity Leaders:	at the start of afternoon (depending on zig-zag timetables) and evening activities
Welfare Manager or Welfare Leaders:	during meal times, house meetings and lights out

## STUDENT ABSENCE

Student absence is regularly monitored during BSC YL academic, activities and house time.

### **Reporting student absence due to sickness**

If a student is unwell and cannot attend classes or activities or excursions the following procedure is followed at centres:

#### **Residential students with International Group Leaders:**

The International Group Leader will inform the Welfare Manager. The Welfare Manager ensures that the Centre Manager/Academic Manager/Activities Manager are updated.

#### **Individual students:**

The Residential Supervisor will inform Centre Manager/Academic Manager/Activities Manager of a student's absence.

#### **Homestay students:**

## **Student Attendance & Absence Policy**

The homestay host will inform the Group Leader and/or Centre Manager immediately once aware that the student is unable to attend school.

### **Reporting non-attendance for classes or activities**

There are compulsory attendance records for lessons, excursions, activities, meals and house meetings.

In the case of any student being found absent from lessons, excursions, activities or house time the following procedure is followed:

- **Academic Classes**

The class teacher reports the absent student(s) to the Academic Manager who in turn follows up with either the International Group Leader, the homestay host (Centre Manager will contact) or Residential Supervisor (to check on the students in their houses.)

An absent student form must be completed and reviewed.

- **Activities**

The Activity Leader reports the absent student(s) to the Academic Manager/ who follows up with either the International Group Leader, homestay host (Centre Manager will contact) or Residential Supervisor (to check on the students in their houses.)

An absent student form must be completed and reviewed.

- **House time**

During wake up, house roll calls and lights out, the Welfare Manager reports the absent student(s) to the Centre Manager who follows up with the International Group Leader.

An absent student form must be completed and reviewed.

- **Meal times**

During meal times, the Welfare Manager or a Residence Supervisor reports the absent student(s) to the Centre Manager who follows up with the International Group Leader.

An absent student form must be completed.

### **Action going forward**

The Centre Manager will discuss appropriate action with the International Group Leader or team member responsible for individual students and the student(s) concerned.

In the case of a student(s) continuing to be absent from lessons, excursions, activities, meals and house meetings despite the above action, the Centre Manager will contact BSC YL Central for further communication on the absences.

Contact with parents and/or the students Agent as well as implementation of the Three Strike Disciplinary Process is required ultimately leading to expulsion from the course.