

## Attendance & Absence Policy

### Summer School for Young Learners

#### **Attendance:**

You must attend all of your lessons and activities. It is very important that we know where you are at all times. We check your name on the attendance list before every lesson or activity. If you are ill, you or your host family must contact us. You can call your Group Leader (if you came as part of a closed group) or the school emergency number, which is on your student card.

If you are absent without permission, we will call you or your Homestay hosts until we have made contact and know how you are and where you are.

#### **Punctuality:**

You must arrive on time for lessons and activities. If you are delayed for any reason, please call your Group Leader (if you came as part of a closed group) or the school emergency number. You can ask your Homestay host to call for you if you prefer.

We have an attendance register for every class and activity. If you are late, you will be marked "Late" on the register. If this happens three times in a week, we will inform your parents or guardian.

*Updated: June 2015*

*Review Date: June 2016*