

Regent's School of English - Student Attendance Policy

Regent's School of English students are expected to attend 100% of all their classes and arrive in class on time.

All students will receive a certificate of attendance at the end of their course stating their attendance percentage.

Punctuality

It is important students attend teaching events punctually to not disrupt the learning of others. It is vital students arrive on time so they are present for information that may be given at the start of a session. Students late to class by 15 minutes or more may not be allowed in unless they inform the Regent's School of English in advance and before the class start time.

Visa Requirements

Students who require a visa to study will be informed that any absence will be noted and, where it is in contravention of their visa regulations, they will be reported to the visa issuing authority, in accordance with current legislation.

Authorised Absences

We will authorise five (5) absences for each period of four (4) study weeks with Regent's School of English.

The following absences can be authorised:

- a sickness or injury
- death of a family member
- other personal circumstances preventing the student from attending classes (considered on a case-by-case basis) and/or
- major events in their home country (natural disasters, wars)

Unauthorised Absences

Absences for any other reason (e.g., family visits, sightseeing, non-emergency appointments etc.) will not be authorised and will affect student attendance.

Reporting absences

Students who need to miss a class for any reason are required to contact their class teacher on MS Teams or email to RSE@regents.ac.uk to explain the reason for their absence.



Attendance Procedure

The following procedure will be used when attendance drops below 75%:

1. A student whose attendance percentage falls below 75% will receive a 1st warning via email and will be requested to make an appointment with the Student Support Manger to discuss their attendance. The purpose of the meeting is to discuss the reasons for the absences and any relevant extenuating circumstances.
2. If there are no extenuating circumstances and the attendance does not improve to at least 75% in the 2 weeks following the 1st meeting, a student will receive a 2nd warning via email and will be asked to make another appointment with the Student Support Manger to discuss their attendance.
3. If the attendance does not improve to at least 75% in the 2 weeks after the 2nd warning and there are no relevant extenuating circumstances, a student will be invited to a meeting with the Student Support Manager & and the Academic Manager and a notification of withdrawal may be issued from the Regent's School of English. If a notification of withdrawal from the course is issued, no refund will be offered for the remainder of the course.

Under 18s

Students aged 16 and 17 during their studies with us should additionally note that if they are absent for more than 15 minutes after the class start time and they have not informed us, they will be contacted by the Student Support Manager to determine their location. In the absence of the Student Support Manger, they will be contacted by a member of the RSE team. If the student does not respond on MS Teams or by phone, their parent/guardian will be notified about their absence.



Guidance for students arriving late to class

1. Students running late for classes

If running late, students must message their teacher on Teams to inform them:

- how late they expect to be
- when they will arrive

Students who inform the teacher in advance may be allowed to join the class late, following the procedures below.

2. When a student has informed the teacher

If a student has messaged the teacher in advance on Microsoft Teams, they may enter the classroom quietly and follow the teacher's instructions.

Depending on the activity in progress:

Listening activity

The teacher may ask the student to wait outside until the audio finishes to avoid disruption.

Pair or group work

The teacher may:

- ask the student to join an existing pair/group, or
- assign an individual reading, writing, or other task until the activity finishes.

This decision is at the teacher's discretion, with the aim of keeping the student engaged while avoiding disruption.

Note: If a student is on a phone call or sending voice messages during the lesson, the teacher may ask the student to continue this outside the classroom.

3. When a student has NOT informed the teacher

If a student arrives after 9:45am without having messaged the teacher: the teacher may ask the student to wait outside until break time (11:00am) before entering the classroom.

For afternoon classes, if a student arrives after 2pm without having messaged the teacher, the teacher can decide whether the student can enter the classroom.

4. Repeated late arrivals

If late arrival without prior notification happens repeatedly:

- the teacher should speak directly to the student, and
- the student will have a meeting with the Student Support Manager and/or Academic Manager

