

Policy on Student Absence

Students must attend all sessions at Exsportise, whether it be sports coaching, EFL or music lessons, evening entertainment or excursions. If a student does not turn up for any session, there is an immediate response from a staff member in charge of the relevant group to find out why. See below for procedures.

Procedures following student absence

- When a student is absent, it is first reported to the Head of the Department in case the student has swapped groups/classes. If not, the absence is then reported to the Administrators.
- The relevant House Parent and the Medical Officer are asked if the student is reported as ill or has another reason for being missing.
- The student's room is then checked, followed by the room of any known friends
- Staff do a walk around of the site.

Two different situations in which a student is absent from a lesson:

- illness or injury (or other personal circumstances).
- unauthorised absence.

In case of **illness or injury**:

1. The Medical Officer is visited or visits the student in question, depending on the state of his/her injury or illness.
2. The Medical Officer assesses the situation and decides on a course of action and whether the student is fit enough to participate in any of the courses.
3. The Medical Officer informs the Head of the Department of wherever the student should be, along with departments the students are due to be in later in the day if necessary. The Centre Manager and Administrators are also informed.
4. For any illness or injury requiring external medical attention, the Medical Officer or the Centre Manager informs the student's parent(s)/legal guardian/agent whilst also making arrangements/appointments with the relevant medical professional.

In case of **unauthorised absence**

1. The Centre Manager talks with the student to ascertain the reason for the lateness
2. The student is reminded of the rules, i.e. that they must attend all sessions on time and that if there is a reason for being absent (e.g. illness), this must be signalled to a member of staff who will deal with it or pass it onto the person that needs to deal with it. The rule that all sessions are mandatory is explained in the parent information pack, on the student welcome letter and in the student welcome meetings.
3. Persistent lateness may result in parents/guardians being contacted, implications explained, and possible repercussions laid out, such as being sent home.
4. If the Centre Manager decides that due to persistently bad behaviour, a student has to be sent home, then this will be entirely at the expense of the parent or guardian concerned. Under these circumstances, we will not consider a refund.