POLICIES OF SAINT ANNE LANGUAGE CENTER

Attendance Policy

Introduction

Regular attendance is essential for students' academic development and social growth. This policy sets out the requirements, procedures and responsibilities relating to attendance, absence and lateness at Saint Anne Language Center.

Definitions

Attendance means the student's presence during all the school days and lessons set for that student.

Punctuality means arriving and entering lessons on time.

Attendance Requirements

- Students must attend every lesson unless there is a valid reason.
- Parents are responsible for ensuring their child attends regularly.

Recording and Monitoring Attendance

- Attendance is recorded by the teachers.
- The center monitors attendance and analyses absences.

Absence

- Parents must give the reason for an absence as soon as possible.
- Requests for absence must be submitted at least 5 working days in advance.

Unauthorised Absence

- Absences without notice or without a valid reason are considered unauthorised; these lessons will not be made up or deducted from the fee.

Lateness

- Students must arrive on time.

- A student who is late must get permission to enter the lesson.
- After 3 or more late arrivals, disciplinary measures are taken.

Communication with Parents

- The center maintains regular communication with parents.
- Parents are informed about attendance, lateness and the consequences of absence.

Conclusion

Regular attendance is key to students' success. The center and parents must work together to ensure consistency and commitment in the learning process.