ATTENDANCE AND LATENESS POLICY

Our policy on student attendance has been designed to ensure the best possible progress and classroom conditions for learners and learning. It is important that students participate fully in their course and make the best use of their time at the school.

Being on time for lessons is important both as an act of respect for your teacher and fellow students and to ensure you do not miss important stages of the lesson.

NW Academy expects all students to attend all classes. The reasons for this are:-

- Regular attendance is the best way to make progress.
- Classes often follow a progressive pattern with revision/ review from previous lessons.

The following reasons can be accepted:

- illness (with a doctor's note)
- doctor's, hospital, dentist appointments
- family illness or emergency

If you cannot come to school, you must phone the office by **9:30 a.m.** We will still record you as absent on the register.

The NW Academy number is: 028 71 370773

The following will be implemented for students who miss more than 3 days of their course:

- an interview with the Director of Studies
- a first written warning
- a second written warning
- the student may be asked to leave the School

Certificates

Students will automatically receive a signed Certificate on successful completion of the course, providing they have at least 80% attendance of their classes. Students with less than this level of attendance will not automatically receive a Certificate. The student may request a Certificate which will state the actual level of attendance achieved.

Reviewed: 13/02/26

Lateness

We expect all students and all teachers to be on time for classes. You are marked as late if you are more than 5 minutes late. If you are more than 15 minutes late, the teacher may ask you to wait until a suitable and convenient time. If you are late on a regular basis, you will receive a verbal warning followed by a written warning.

Under 18s

With relation to Under 18s, the Director of Studies will check on attendance at 9:35 and 2:05. Any absences will be reported to the office who will contact the host family/guardian/group leader. If Under 18s are persistently late, an interview will be organised with the Director of Studies to discuss this. Under no circumstances will Under 18s be asked to leave the classroom as they must be supervised at all times.

Reviewed: 13/02/26

Signed: 

(Chief Executive, North West Academy of English)

Queries relating to this policy should be addressed to

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