



**English
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English Path Toronto Attendance Policy

Document title: English Path Attendance Policy	No. of pages: 2
Version Number: 2	Date first published: 28/06/2021
Approved by: Head of Academics	Last review date: 06/09/2023
Date approved: 19/11/2021	Due for next review: Sep 2024

Attendance on adult courses and Pathway programs

It is very important to attend classes regularly for both academic progress and for meeting the requirements of your student visa. Consequently, EP Students are expected to have 100% attendance, attending all of their classes without exception.

However, we understand that circumstances may arise where attending all classes is not possible. In such cases, we ask that you maintain a minimum attendance rate of 80% throughout the duration of your course. EP administers weekly warnings to students who fall below this, and this requirement applies to all students.

If your attendance falls below 80% you could be removed immediately from the program, and this will then jeopardise your immigration status. In the event of a 10-day consecutive absence, you will be dismissed from the school, and if you hold a student visa, you will be reported to Immigration Canada.

To keep track of your attendance, you can consult a staff member at the front office, the Director of Studies or your teacher. It is advisable for students to allocate 20% of their weekly class time for unexpected emergencies, illness, or any other issues that may prevent them from attending classes.

If you are absent for two consecutive days, a member of the school team will reach out to ensure your well-being and remind you of the attendance policy.

Warnings

We check students' overall attendance every week and issue a series of warnings for poor attendance.

These warnings are as follows:

- 1. A verbal warning or email**
- 2. A first written warning by email. We will also inform your agency if applicable.**
- 3. A second written warning by email and a meeting with the Director of Studies. We will also inform your agency if applicable.**
- 4. A third and final written warning and a further meeting with the Operations Manager. We will also inform your agency if applicable.**
- 5. We will terminate your course. ***

* No certificate will be given.

If your attendance at the end of your course is less than 80% we will not issue your certificate.

EP Attendance Warning Procedure

If attendance falls below 80%	1st Written Warning
If student does not maintain a minimum of 80% attendance for the week following the first warning	2nd Written Warning
If student does not maintain a minimum of 80% attendance for the week following the second warning	3rd Written Warning
If student does not maintain a minimum of 80% attendance for the week following the third warning	Dismissal Letter and reporting to Immigration Canada

Policy on Punctuality

Students are expected to come to class on time. If you come up to 15 minutes late you will be marked 'late' on the register. If you are more than 15 minutes late, you will be marked absent. If you leave class for more than 15 minutes at a time, you will be marked absent.

16 & 17 year old students on an adult course

All students aged 16 or 17 are expected to always maintain 100% attendance and must sign in at the front desk daily before class. All students aged 16 or 17 are highlighted on our registers to make the teacher aware of their age. They, or their host family on their behalf, must call in or email before 08.45 if they are not coming to school that day.

Any absence from class, such as staying with family or being taken out must be applied for by parent/guardian and approved before the students' course starts.

If we have not heard from the student and they are not in class, the teacher will tell the Director of Studies by 9:15am who will call the student immediately. If the student doesn't answer and the host family are unavailable (or guardian if private accommodation) we will call their agent (if applicable) and keep trying to establish contact.

We will also try to contact the student through other media, including e-mail, WhatsApp and social media sites. If we are unsuccessful at contacting the student, agent, host family or guardian and still have no news from them by 5:00pm, their parents will be contacted.

Absence of any minor or vulnerable adult will be immediately followed up with notification to the Police if necessary and at the discretion of the Director of Studies and Operations Manager. In this case, the parent and/or agent will be contacted immediately to notify them.

Students on a Young Learner program

Students on a Young Learner Course are required to attend 100% of their lessons and activities daily. Any absence from class, such as staying with family or being taken out must be applied for by parent/guardian and approved before the students' course starts.

Attendance is checked for every lesson or block of activities within the first 15 minutes of the class/activity starting.

The student, or their host family on their behalf, must call or email in before 08.45am if they are not coming to school that day. If a student on a Young Learner programme is taken ill and their host is not home, the student must come to school where they will be supervised, accompanied to a doctor if necessary and they will be allowed to rest in a suitable area until their host returns home.

If we have not heard from them and they are not in class, the teacher will tell the Director of Studies by 9:15am who will call the student immediately and will call the student/host family immediately. If the student doesn't answer and the host family are unavailable (or guardian if private accommodation) a member staff will visit the student's accommodation and another member of staff will continue to try to make contact.

Absence of any minor or vulnerable adult will be immediately followed up with notification to the police if necessary and at the discretion of the Director of Studies and Operations Manager. In this case, the parent and/or agent will be contacted immediately to notify them.