



Attendance policy

All students of the school are expected to attend 100% of the classes for which they have registered.

In this sense “attend” means being physically present for the whole of the scheduled lesson, on time for the start and restart after the break.

Attendance will be excused as a result of illness and classes recovered by agreement with reception staff.

Attendance is recorded once a day for each teaching session and students present at the time of registration are deemed to be present. Students arriving at class later than the time of registration may be included in the register at the discretion of the teacher, though the student should be marked as “L” on the register to denote being more than 15 minutes late.

Absence caused by illness or accident must be reported to the school on the first day of absence by the student., as advised in the Information for Students handbook.

At the discretion of the school manager or a delegated member of the administrative staff, absence may be permitted for holidays subject to any restrictions related to the student’s status.

The student Attendance Policy reminding students of their attendance obligations is expressed in accessible language in the student handbook.

Attendance Checking Procedures

1. At break registers, duly completed, must be handed to reception (for classes with breaks).
2. Administrative staff contact students who have continued, unexplained absences and verify the reason when possible.
3. In cases where the absence is deemed to be reasonable – for example, an unexpected attendance for medical reasons at hospital or a G.P.’s or dental practice the student may be excused.
4. Responsibility for the taking of registers lies with the teachers, whilst responsibility for the checking of registers for continued unexplained absences lies with reception staff.



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Class punctuality policy

All students and teachers are expected to arrive at class punctually and in comfortable time to be able to participate in initial class activities.

Teachers may, at their discretion, allow a student to join a class up to 15 minutes after its start.

Beyond 15 minutes of the start of a lesson, teachers may ask students to wait till the next lesson or the end of the next break period.

Administrative staff should respect these rulings when, for example, sending new students to classes unless special arrangements have been made with the teacher(s) involved.

Students who repeatedly fail to comply with punctuality requirements should be sent to see the Director of Studies in order to explore ways of solving their punctuality problems.

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