

Student Attendance and Late Policy

Purpose

The purpose of this policy is to promote consistent student attendance, support academic success, and comply with educational regulations and standards.

Scope

This policy applies to all enrolled students.

Attendance Requirements

Students are expected to attend all scheduled classes punctually. Teachers and administrative staff will record attendance and late arrivals for every class (AM and PM). Students must attend at least 80% of their classes. Teachers will indicate a student's presence with a check mark, while the administrative staff will log in attendance and hours of instruction the student attended each day (digital attendance sheet).

Absences are classified as:

- Excused Absences: illness, family emergency, religious observance, approved school activity.
- Unexcused Absences: Absences without a valid reason or documentation.

Reporting Absences

Students (or parents/guardians, host families for minors) must notify the school of absences within 24 hours via email (office@inlinguavictoria.com). Documentation (e.g., doctor's note) may be required for excused absences.

Planned Absence

If a student is absent due to planned time off (e.g., travel), they must inform the school. The College Administration and Reception has a form that the student needs to complete and submit at least one week before the planned absence. This allows the students' time off to be added to their final date to extend their stay at inlingua.

Unplanned Absence

A student must report any unplanned absence no later than 2 business days after it occurs (email to office@inlinguavictoria.com or forms available at the front desk). The reason given will be evaluated by the Admissions staff, who will decide if the absence can be excused.

If a student's overall attendance falls below 80%, they will not be eligible to receive a certificate. Excused absences do not negatively impact overall attendance.

If a student is absent due to illness, they must provide a doctor's note to classify it as an excused absence.