



## TopUp Learning London (TTI) - RAAS Summer Camp Attendance Policy 2023

At TopUp Learning our students' progress and achievement in their studies is important to us. For this reason, we ask students to attend class every day to maximise their learning opportunities.

Students are informed in the Welcome Meeting of our Attendance Policy and a poster is also displayed in each classroom.

Teachers keep a register of attendance each day. They mark students absent, late or present.

**If students are unwell or cannot come to class, they must inform their group leader for them to inform the camp manager and the DoS as early as possible.**

### **Under 18 student absence**

If Under 18 students do not come to class for registration the teachers should inform the DoS/Centre Management Staff immediately. As soon as the Centre management staff discovers that a student is absent, they will try to contact the student or the Group Leader by mobile phone.

Further action:

If after 1 hour the student still hasn't been located, the parent/guardian will be contacted and advised. If the student has not been located within 3 hours, the school will contact the Police to advise them of the situation. However, if there is real cause for concern do not wait too long to inform them. The police will give advice on further action to be taken.

### **Students who have consistently bad attendance:**

We expect students to have 100% attendance in all classes.

Students who finish their course with less than 80% attendance can have their certificate withheld.

Policy to be reviewed: January 2024

Reviewed by: Principal and Camp Manager

TopUp Learning Policy Handbook 2023