



TopUp Learning London (Tti) Student Lateness Policy

This policy is in place to ensure that all students get the most out of their lessons. It is also to ensure that they are considerate to the teacher's preparation of each lesson and their classmates learning needs.

All students are required to be punctual to all their lessons throughout the day.

Any student who is late in the first **20 minutes** of the lesson may be asked, at the teacher's discretion, to join the class at the beginning of the following activity.

Any student who is **more** than **20 minutes** late, without a genuine reason, can, at the teacher's discretion, not be allowed in and marked absent. For the morning General English lesson, students who are late for the lesson before the break will be allowed to join the lesson after the break.

Should any student have a genuine reason for being late, they must contact the school immediately before classes begin (0207 419 2300 or +44 7456 314794 or info.london@topuplearning.com) so that their teacher is aware before they get to the classroom.