



TopUp Learning London (TTI)

Attendance Policy 2025-26

Emergency number: +44 7456 314794

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 a student attends only before the break or after the break they will be marked late.

If students are unwell or cannot come to school due to an important appointment, they are asked to inform the school through emergency number (WhatsApp or call). Alternatively, by e-mail: [info.london@topuplearning.com](mailto:info.london@topuplearning.com). All messages are given to the Director of Studies.

### **Under 18 student absence**

The teacher will inform the DoS through the teacher's group chat after 20 minutes if an Under 18 student is absent from class. The DoS will inform the principal, who will immediately attempt to contact the student. If the student cannot be contacted, the host family, guardian or other contact at their residence will be approached.

Age of under 18 students are shown in teacher's class register.

### **If a student is absent for 2 days from class:**

The teacher will inform our DoS on the third consecutive day of absence. The DoS will inform the principal, who will contact the student by telephone and an email will be sent to enquire after the student's well-being.

Students who have received an e-mail from the school must speak to the Administration team in the office or the Director of Studies **before returning to class**.

### **If a student continues to be absent for 5 school days or more without prior approval:**

If a student continues to be absent for five school days or more without any contact, their name will be removed from the register. The student's emergency contact will also be approached after an extended period of absence if the student cannot be contacted and verify their safety and well-being.

Students who are in this situation must speak to the Administration team or the Director of Studies **instead of going back to the class**. We will decide what to do on a case-by-case basis.

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

We expect students to have 100% attendance to all classes. The Director of Studies will send an email to students whose attendance falls below 80% in a 2 week period. Attendance letters will also be delivered by hand to the student in question.

The stages of attendance warning are as follows: **Stage 1**

The student will receive an email and be asked to see the DoS as soon as they come into school. This first meeting is of a welfare-centred nature, as our first priority is to make sure the student is comfortable both in and outside of school. However, at this point students will be reminded that if their attendance does not improve they will receive a second warning and risk losing their certificate.

## **Stage 2**

If the student's attendance does not improve, they will receive a second email and again be asked to report to the DoS where a second discussion will highlight any pattern that has emerged and an agreement on how to improve attendance will be made. Again, the student will be informed that if their attendance does not show improvement they will receive a third warning letter, this time from the Principal. This letter would be distributed to any fee-payer or agent also.

## **Stage 3**

If the student's attendance continues to fall they will receive a final email and the third attendance letter and be asked to meet with the Principal to discuss the possible consequences, one of which is expulsion.

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

In case of Summer Camp, group leader need to stay with students in the residence if student is sick and cannot attend the class.

## **Booking Holiday from School**

You can take holiday during your course at TopUp Learning London (Tti) without losing any of the weeks of study that you have paid for! To take a holiday please follow the procedure carefully:

- Holiday must be from a Monday to a Friday (full week)
- You must send a request to [info.london@topuplearning.com](mailto:info.london@topuplearning.com) one week in advance.
- The amount of holiday you can take depends on the length of your course. If you would like to take extra holiday, please come and discuss this in the office. If you have a student visa, taking more than the recommended amount of holiday may affect your visa application.

Length of course	Holiday Allowance
1 month	None
2 months	1 week
3-4 months	2 weeks
5-6 months	4 weeks
Academic year	6 weeks