

# **Procedure for Dealing with Student Absences at [Name of TEFL School]**

## **1. Recording Absences**

- All absences must be recorded in a central attendance register kept by the school.
- Teachers are responsible for keeping track of student attendance in their classes.
- In the event of an absence, the teacher must record the student's name, the reason for the absence, and the date of the absence in the attendance register.
- The teacher must inform the school administration of any unexplained absences.

## **2. Notification of Absences**

- Students are required to inform the school administration or their teacher in advance of any expected absences due to illness, appointments or other reasons.
- If a student is absent from class and has not notified the school, the teacher or the administration will attempt to contact the student via phone, email or other means to find out the reason for the absence.
- The teacher or the administration will document any communication with the student regarding their absence.

## **3. Follow-Up on Absences**

- After three consecutive days of unexplained absences, the school administration will attempt to contact the student or the student's emergency contact to inquire about the reason for the absence.
- If the student fails to provide a reasonable explanation for their absence, the administration may take appropriate disciplinary action.
- If a student is absent due to illness or other serious reasons, the school administration may require a medical certificate or other documentation to verify the reason for the absence.
- If a student is absent for an extended period of time, the school administration may require the student to take a leave of absence or withdraw from the school.

## **4. Communication with Parents or Guardians (if under 18 years old)**

- The school administration will notify the parents or guardians of any unexplained absences or truancy.
- The administration will work with the parents or guardians to determine the reason for the absence and to ensure that the student is not falling behind in their studies.
- The school may provide additional support or resources to help the student catch up on missed work or improve their attendance.

## **5. Student Re-Enrolment**

- If a student has been absent for an extended period of time, the school administration may require the student to reapply for enrolment and may request additional documentation to support their re-enrolment.
- The school administration reserves the right to deny re-enrolment to students who have a history of chronic absenteeism.

This Procedure for Dealing with Student Absences is designed to ensure that all students are attending classes regularly and that any absences are properly recorded and addressed in a timely and appropriate manner.