

- Students are required to attend all lessons of their course.
- Students must have a good reason for any absence, for example, illness.
- If you are going to be absent from school, we need to know. Please call the school before 9:30 in the morning (or ask your host family to call).
  - Text or leave a message on 07828 145328.

**If a student is absent for 15% or more of their classes in a week (approximately one day) with no good reason, this is the procedure:**

1. The Director of Studies will check attendance on Friday and speak to the student on Monday to check on their wellbeing, and remind them of the importance of attending class.
2. If there is no improvement in attendance the following week, the student will receive a verbal warning about their attendance, and this will be noted on the student's personal record.
3. If the attendance issue continues for a third week, the student will be given a formal written warning, which again will be put on the student's record.
4. If there is no improvement in the student's attendance, the student's agent and/or parents will be informed.
5. If there is still no improvement after the above warnings, STAR Exeter reserve the right to stop your course without giving you any money back. Students who need a visa to study in the UK and who are absent more than 10 consecutive days will be reported to the Home Office UK Border Agency, in line with UKBA policy.