



***ISE - Intensive School of English Language Limited***

ISE HOVE: 2 The Drive, Hove, East Sussex, BN3 3JA, UK

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## **Punctuality Policy at ISE**

**All lessons begin promptly at the published times as below:**

**09:15 - Morning Session**

**13:30 – Afternoon Session**

**18:00 – Evening Session**

**Other lessons times will be advised.**

All students are expected to arrive punctually, in comfortable time to participate in initial class activities.

At their discretion, teachers may allow a student to join the class up to 15 minutes after its start. Beyond 15 minutes after the start of a lesson, teachers may send students to reception, to be registered and to wait until the break, if appropriate.

If students are admitted late, they should be integrated into the lesson as seamlessly and unobtrusively as possible.

Students who are habitually late for class should be referred to the DoS or Academic Director, unless there is a declared and valid reason of which the teacher is aware, eg taking children to school. In this case a note should be made on the register and database.

### **Punctuality Procedure**

Teachers should mark the register within the first 15 minutes of every lesson. At the teacher's discretion, latecomers can be admitted up to approximately 15 minutes after the start of the lesson. After this point latecoming students may be sent to reception to sign in and they will then wait until the break to join the lesson.

Habitual latecomers should be counselled by the teacher in the first instance, and if this does not resolve the problem, refer the student to the DOS or Academic Director.



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