

ATTENDANCE POLICY



At ALRA we take very seriously students' attendance to class. It is the only way for students to guarantee that their learning experience will be constant and that they will reach their goals. It is easy for students to come every day to class. They just have to make an effort every day, one day at a time. Their effort will be compensated very soon and they will progress and they will become more fluent in English. We have an Attendance Policy that will help students attend class, enjoy their time and also guarantee that other students with poor attendance will not interrupt their courses and their learning.

- **ALRA students must keep good attendance and attend at least 80% of their classes.**
- **If a student is absent more than 4 days a session, he/she will fail the level and will be suspended for that session.**
- **If a student is suspended from two sessions, he/she will be expelled.**

Student action	Consequence
Student is absent for 1 day in any week	Verbal Warning
Student is absent for 2, 3 or 4 days in any week	Written Warning notice
Student is absent for 5 or more days in a 4-week session	Written Suspension notice from the current session. Student will repeat the level
After suspension from one session, Student is absent again for 5 or more days in a 4-week session	Expulsion from school

If a Student is absent for 2, 3 or 4 days in any week in a session without a valid reason:

- Student will be warned in person and will receive a writing warning notice.
- If not possible, ALRA will contact the student, agent, parent or guardian and inform them.
- If a student cannot be contacted to be warned, the warning notice will be kept at the school front desk and the student is anyway responsible for coming back to class. After the warning, students must come to class and not skip any other day.

If a Student is absent for 5 or more days in a session without a valid reason:

- Student will be suspended from the session and will repeat the level.
- ALRA will inform the student's agents, parent, guardian, sponsor, or any other entity paying for the students' courses about the students' suspension.
- Suspended Students will not be allowed at the school campus or activities and are expected to study by themselves.

After suspension from one session, If a Student is absent again for 5 or more days in a session without a valid reason:

- Students will be expelled from the school and their program will finish.
- ALRA will inform the student's agents, parent, guardian, sponsor, or any other entity paying for the students' courses about the students' expulsion from school.

Thanks for respecting the attendance policies. Following them will help you succeed in your academic and professional goals now and in the future.

Note: ALRA is working towards being a Designated Learning Institution (DLI). As such, we will be required to report to the Canadian Immigration authorities (IRCC) the enrolment status of students who hold study permits. Our Students are required to remain enrolled and actively pursue studies at ALRA while in Canada.

Vacations and other interruptions policy

- A. If you are sick and provide sufficient supporting medical documentation, classes missed will be added to your program.
- B. If you request a vacation and it is approved, the time of your vacation will extend your end date.
- C. Classes missed without an authorized vacation or for any other reasons will not be added to your program and will not extend your end date.

Vacation Policy – Instructions

1. To be eligible to request a vacation, you must be enrolled for a minimum of 1 semester at ALRA.
2. A minimum of 2 weeks' notice is required for Vacation requests. An administration non-refundable fee of \$100 will be charged for Vacation requests with less than 2 weeks' notice.
3. You must provide a strong reason for the request and ALRA has the right to refuse approval.
4. Vacation period is minimum for 1 week and maximum for 24 weeks.
5. ALRA will respond to Vacation requests on Friday of the week.
6. If approved, you will need to inform your teachers of your vacation plans.
7. You are responsible to maintain your visa status while on vacation. To continue studying, you may need to extend your visa. ALRA will not issue letters of acceptance to cover your vacation time.
8. If staying in homestay or other type of accommodation arranged by ALRA, you will need to contact your homestay Coordinator. Vacation time will not extend the accommodation period.
9. Minor students will need written consent from their parents/legal guardian to request a vacation.
10. Refunds will not be given for deferred tuition as a result of a vacation.

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