

## Attendance Policy

The Home Office requires all students on a course in language schools, colleges and universities to attend **100%** of their classes with the minimum of **80%**.

If you do not attend at least **80%** of your course, you will not be able to get a final certificate or report and may have problems with future visa extension/renewal.

The UKVI will be informed of all students on a Tier 4 Visa whose attendance of their course falls below **80%**.

### What you need to do is:

If you are sick	Call the school before 9:00 for morning classes and 13:00 for afternoon classes. This will be taken as <b>authorised absence</b> .  If you are sick for <b>3 days</b> or more, you must bring in a doctor's note.
If you would like a holiday	If you want time off you must ask student services if this can be permitted. This can be arranged with up to 24 hours beforehand. This will be taken as <b>authorised absence</b> .
If you take time off <u>without</u> notifying us	If you do not arrange time off with the school or call in when you are sick, this will be taken as <b>unauthorised absence</b> and your attendance will be affected.

If your attendance starts to fall the following procedures will be followed: **(we could get the boxes coloured like the flowchart...)**

If your attendance starts to fall close to 80%	We will have a friendly word with you to make sure your attendance does not keep dropping
If your attendance falls below 80% (without permission)	You will be given a <b>verbal warning</b> . This will be kept on your record
If your attendance is below 80% and has continued to drop since your verbal warning OR you miss 3 days in a row (without permission)	You will be issued a <b>1<sup>st</sup> Written Warning</b> and you will be given an appointment to go and see the School Principal to explain your unauthorised absence. This will be added to your record.
If your attendance is below 80% since your 1 <sup>st</sup> written warning and it has continued to drop OR	You will be issued with a <b>2<sup>nd</sup> Written Warning</b> and you will be given an appointment to go and

<p>you miss a further 3 days in a row (without permission)</p>	<p>see the School Principal to explain your continued unauthorised absence. This will be added to your record and your agent/parent notified you are on your final warning. This is your last chance to improve</p>
<p><b>FINAL WARNING.</b> If your attendance is below 80% since your 2<sup>nd</sup> written warning and it has continued to drop OR you have missed 10 days in a row (without permission)</p>	<p>You will be issued an <b>Attendance Agreement</b> by the School Principal. This will explain the terms and conditions of your course and the attendance policy. If you continue to fail to come to school without permission you will be expelled from the school without refund.</p>
<p><b>EXPULSION</b></p>	<p>You will be asked to leave the school and we will inform the UKVI and your parent and/or agent. If you are on a Tier 4 visa, you will be asked to leave the country immediately.</p>