

# Attendance Policy

## Attendance

1. We are a serious school and expect every student to be on time, attend every lesson and fully commit to their studies.
2. We keep attendance registers.
3. Any student who is sick must:  
*Call or email the school for absences of up to 4 school days.*  
*For absences of 5 school days or more, provide a certificate from their doctor*
4. If a student misses a lesson, regardless of the reason, we cannot give a refund or allow them to take the lesson at another time.
5. If a student is absent for 10 consecutive days or more without authorization, they will be reported to the UK Border Agency if they are a visa national.
6. If a student is asked to leave the school for poor attendance or conduct their fees will not be refunded.
7. Students will only receive a leaving certificate if their attendance has been 80% or more.
8. It is the responsibility of students to inform reception of all illnesses and holidays.
9. In case of students studying with a visa, the standard holiday entitlement is set as follows:  
Students enrolled for 12 weeks and more are entitled to have 2 weeks of holiday, 24 weeks and more to 4 weeks of holiday and 36 and more to 6 weeks of personal holiday. All holidays must be booked in advance.
10. Sometimes a student will require time off for other reasons, such as University appointments or personal circumstances. Where possible, the student should tell us in advance of these days
11. If students are absent for two days the teacher/administrator is obliged to:  
Ask their friends and classmates  
Telephone the students (and if possible use social networks)  
If unable to contact the student through either of these routes write to the students.
12. Any student with a Tier 4 visa who fails to enrol will be reported using the UK Border Agency Sponsorship Management system.

*October 2013*

*This policy is reviewed on an annual basis. However, if any issues relating to the policy should arise, the policy will be reviewed immediately.*

*Date of next scheduled review: October 2014*