

LATENESS POLICY & ATTENDANCE REGULATIONS

Students must participate in the learning activities and arrive for their classes on time.

1. Students must attend at least 85% of classes. A record of students' attendance is taken for reference when students apply for an extension of their visas. The regulations for language schools require that the College takes responsibility for reporting, to the Home Office, the students who have registered and then failed to attend without any acceptable reasons.
2. If students fail to attend their course, do not respond to warning and do not provide reasons for their absence, the College will report them to the Home Office after one month of absence.
3. As well as close investigation of students' attendance rate, we regulate the students' behaviour in the following ways:
 - **Students are not allowed to enter classrooms if they are more than 10 minutes late. Students who are late must wait until break time to join class.**
 - **The above students might be regarded as being absent as a result of being refused to enter the classroom by the teacher.**
 - **Student delayed by public transport issues will have to contact the office (Mobile, Text or email to advise on your arrival time)**
 - **If the student is late on three occasions, then he/she will be referred to the student welfare officer. If there is no further improvement, than disciplinary action will be taken.**
4. Students must ask their teacher for permission if they have urgent things to do and therefore cannot be present in class.
5. If no prior notice is given and no proof provided for extended absence (such as GP or hospital letter of sickness), the period of time the student did not attend class will be regarded as an unauthorised absence.

PROCEDURE FOR ATTENDANCE MONITORING

1. Students, who fall ill, are victims of an accident or are unable to attend classes for reasons beyond their control, must inform the college about the reason for their absence within 2 working days.

2. The college will attempt to call the students on the 3rd day.
3. If a student fails to attend 5 consecutive working days she/he is reported by their teacher to the Welfare Officer.
4. On the 6th day of absence, a Stage 1 Warning Letter is sent via email.
5. If the student fails to respond to the letter within 3 working days, a Stage 2 Warning Letter will be emailed.
6. If the student fails to respond to the Stage 2 Letter, a Stage 3 Cancellation Letter is sent, allowing 3 working days for the students to contact the college.
7. The student will no longer be treated as a registered student of Global London College after the stage 3 letter has been sent and there is no response.

Reviewed: November 2023

Next Review: November 2024