

## Attendance & Absence Policy – Adult Courses

Good attendance is vital if you are to achieve your full potential. You must come to at least 80% of your lessons. If you do not, you are unlikely to improve your English skills. The certificate we give you when you finish your course will show your attendance in percentages.

Sponsored students and those under-18 will have their poor attendance reported to their sponsors or parents/guardians.

We expect you to arrive on time for lessons, but we understand that sometimes this is not possible. If it is difficult for you to arrive on time every day, please tell your teachers. Students who arrive more than 15 minutes late will not be allowed to enter the classroom until the next break.

### **Authorised Absence (taking a break from your studies)**

If you want to take a break from your course (for example to go on holiday), we are happy to allow this if you give us 7 days' notice in order not to lose your payment. Your payment will then be carried forward. You need to make sure the correct form is completed and signed by us. We are unable to carry forward payments for any days that are missed, for whatever reason, if we have not had 7 days' notice.

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