

ATTENDANCE POLICY

Stay Campus London takes school attendance very seriously. We expect students to attend every lesson. It is important that students understand what the procedure is if they do not attend lessons.

The school keeps a record of every student's attendance at every lesson. We count total attendance each week.

If a student misses a lesson, the teacher will record the absence. It is added to the record at the end of the week. This can affect the average attendance and parents may be informed.

It is also important to arrive to your lessons on time. Arriving late is very disruptive. Teachers might not let a student who arrives late, join the class. If this happens, the student will be marked absent and the student must report to the school reception.

To receive a course certificate a student must attend 100% of their lessons. Any absence due to illness must be authorised by a group leader. Any unauthorised absences result in a certificate not being issued.

If a student's attendance is poor the school will try to help the student improve. If the student's attendance does not improve, the student may be asked to leave the school.

If a student is studying on a visa, it is important to know how poor attendance can affect a student's right to stay in the UK.

Please see The Students' Handbook for Student Visas and UK Border Agency for details on this procedure.

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