

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

Please advise students that what they need to do is:

If you are sick	Call the school before 08:45 for morning classes and 11:15 for afternoon classes. If you are sick for 3 days or more, you must bring in a doctor's note.
If you would like a holiday	Holidays may not be taken during term time without prior arrangement. If you are a sponsored student: your holiday must be approved by your supervisor before we can agree to it. You will need to submit the written confirmation to the school.
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 unauthorised absence and your attendance will be affected.

If your attendance starts to fall the following procedures will be followed:

You are absent 2 days in a row	You will receive an email asking to explain the absence
If your attendance falls below 80%	We will give you a notification of attendance (informal warning) either in person or via email. You may be asked to speak to the Director of Studies or Assistant Director of Studies.
If your attendance is still below 80%	You will be given a 1st formal warning . This will be added to your record and you may be asked to speak to the Senior Management of the school. If you are Under 18, your parent/agent will be informed.

	If you are a sponsored student, your supervisor will be informed.
If your attendance is below 80% and there are no improvements.	You will be issued a 2nd formal warning . This will be added to your record and you will be asked to speak to the Senior Management of the school. You may be asked to sign an attendance agreement acknowledging you will be expelled unless your attendance improves. If you are Under 18, your parent/agent will be informed and will be sent a copy of the agreement. If you are a sponsored student, your supervisor will be informed and will be sent a copy of the agreement.
If your attendance is still below 80% and there are no improvements.	We will send an expulsion letter and ask you to leave the school without a refund. If you have a Student Visa, UKVI may be informed. If you are Under 18, your parent/agent will be informed and will be sent a copy of the letter. If you are a sponsored student, a meeting will be requested with your supervisor to discuss your expulsion.

LATENESS POLICY

We ask all of our students to arrive to all of their classes on time. This is to ensure the continuity of the class, as interrupting the class can be disruptive and disrespectful towards your teacher and classmates.

Late arrivals will also affect your attendance, so it is important you arrive on time to ensure your attendance stays above 80%.

If you are more than 10 minutes late to the class, you will not be allowed in.

If your late arrival is due to a justifiable reason, you must contact the school in advance via email or on the emergency phone number:

Email address: manchester@malvernplc.com

Emergency Phone number: 0044 7482 660 030

When you arrive in school, if the management team decides you have a valid reason for your late arrival, they will justify your lateness and you will be allowed into class.

The lateness policy applies to all of your classes, including after break time.