



Policy on student absences

Attendance

- You should come to all lessons, on time and ready for learning.
 - You must come to at least 80% of lessons.
 - If you do not come to at least 80% lessons, you may be reported to UK Visas and Immigration, and you might have problems extending your visa or applying for a new one.
1. Before your course starts, we will tell you the number of lessons in your course and the minimum number of lessons you must come to.
 2. The teacher will mark on the register who is in class and who is not at the beginning of each lesson. If you are not in class 15 minutes after the start of the lesson, you will be marked 'absent'.
 3. On the day of your absence, your teacher will inform the administration staff of your absence, and they will contact you to find out the reason for your absence. If they cannot contact you, they may contact your host family or next of kin.
 4. If you know before a lesson that you will miss it for a good reason, such as sickness, you should tell the school as soon as possible, and before the lesson. If you do this, you may be able to make up the class later. If you do not, you will not be able to make up the class.
 5. If your attendance is too low, you will not be able to progress along with your classmates, and this can disrupt their learning. If this happens, the teacher can ask you to leave the class.
 6. Please speak to somebody at reception if you are worried about your attendance.

Interactive English Language School

94 Church Road, Brighton & Hove, BN3 2EB, United Kingdom
☎ +44(0) 1273 202 081 ✉ info@interactive-english.com 🌐 www.interactive-english.com
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