

Attendance Policy

The English Studio London

March 2019

THE
ENGLISH
STUDIO

Please check our website to ensure you have the most recently updated version of this document at www.englishstudio.com/policies

Choosing to study with The English Studio in London is committing to compliance with school policy laid out in this document. The Attendance Policy is in line with United Kingdom Visas and Immigration (UKVI) guidance that states students should attend class for a minimum of 85% of their lessons.

The English Studio cannot under any circumstances amend attendance percentages for student records.

ATTENDANCE

Attendance and punctuality are very important. **Our minimum required attendance is 85%.** We closely monitor students' attendance rates and you will be contacted by our student support team if:

- Your attendance falls below 85% at any point during your studies
- You miss more than 3 consecutive days of school

VISA STUDENTS

If you are studying on a visa issued by UKVI, any persistent breach of the schools Attendance Policy will be reported to the immigration authorities and your visa status may be put at risk.

You will always receive email notifications and be invited to discuss your attendance with a member of the student services team, prior to any formal action being taken with the immigration authorities.

ATTENDANCE REGISTERS & PUNCTUALITY

Daily attendance registers are taken at the start of each class and when the class resumes after break.

Anyone who is more than 10 minutes late will be marked as absent and this will affect final course attendance percentage. Our teachers may not permit entry to the class if lateness exceeds 20 minutes and a student's admittance would be disruptive to the lesson for others.

This policy is rigidly maintained, inflexible and includes Friday arrangements for mosque. A prayer room is available at The English Studio for student use but students leaving early for any reason will affect their attendance.

REPORTING YOUR ABSENCE

All students should make contact with the school to notify the **Student Services team** of an absence or late arrival, scheduled or unplanned, including sickness. A record of absence will be noted on the student's account for reference. This measure is to ensure the school is compliant with UKVI guidance.

To report absence to the Student Services team please call +44 (0)20 7404 9759 or text +44 7538 785736. You can also email our Academic Manager ray.walker@englishstudio.com.

MINORS

If you are under 18, and you have not informed the school of an absence, we will attempt to contact you by phone, email or through your agent. Should we be unable to contact you directly, we will endeavour to reach you via your emergency contact.

All minor students must report their absence by telephone, please call +44 (0)20 7404 9759. Do not text or email.

Further details on the attendance monitoring of minors (students under 18 years) can be found in the schools Safeguarding Policy.

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The logo for The English Studio, featuring the text "THE ENGLISH STUDIO" in white, stacked vertically, on a red square background.

FURTHER CONDITIONS

Any absence from lessons, planned or otherwise, will not be compensated in the form of additional lessons or a financial reimbursement.

The school may be unable to issue you with a course completion certificate if your attendance is below 85% at the end of the course.

Note: It is the student's responsibility to ensure that they are fulfilling the requirements of their visa and attending regularly.

STUDENT WELL-BEING

The school understands at times, your attendance may be affected by an inability to be present in class for any number of reasons.

If you are having difficulties at home or at school that are stopping you from attending classes, please speak to our **Operations Manager, Arianna Pedrini** (arianna.pedrini@englishstudio.com) as soon as possible.

We are here to help.