



Attendance & Punctuality Policy

We must monitor your attendance and we need to know where you are if you are not at school. This is because of rules set by UK Visas and Immigration, and because we care about your welfare.

We expect you to attend at least 85% of your classes, and you will not receive a certificate if your absence is more than 15% over your period of study. We do understand that you may become sick. If you are sick and cannot come to class, you must call or email us before your class is due to start. Please contact us (**02392 736 662** or info@portsmouthels.co.uk) and leave a message stating your name, reason for absence, and the time you expect to return to school. If you are sick for more than a couple of days, we may ask you for a letter from your GP or from the hospital. If you are not going to come to school for any other reason, you need to fill in an "Authorisation of Absence" form and get it signed by the Director of Studies.

We have the following policy to deal with absence if we do **not** know you are sick, or if you have **not** filled in an "Authorisation of Absence" form

Stage 1

On the first and second day of absence we will try to call you. You will then have a meeting with the Welfare Officer

Stage 2

After three days of absence you will be sent a letter. You will then have a meeting with the Director of Studies.

Stage 3

After five days, a letter will be sent to you and your parents or sponsor.

Stage 4

After ten missed lessons (this may be five days), a notification will be sent to report you to UKVI. This is very serious. It is very important that you contact us before this stage.

Punctuality:

It is very important that you come to your classes on time. If you are more than ten minutes late, you will not be allowed in to your classroom.

I have read, understood and agree to the PEELS Attendance & Punctuality policy.

Name: _____ Signature: _____ Date: _____