

Attendance and Absence: Information for students

LTC expects you to attend 100% of your lessons and to arrive for lessons on time.

1. To ensure you make maximum progress
2. To make sure your classmates are not disrupted and fully benefit from their lessons

Lateness

If you arrive more than five minutes late, you will be asked to wait until the next lesson before you go into class, so you do not disturb the lesson. If you are continually late, you miss a lot of lessons and will not make progress. Try to get to school about 10 minutes early.

If you miss lessons, we will need to know if you are ill, unhappy or having problems.

Absence

If you are ill or cannot come to school for a good reason, phone the school or ask your host family to tell us.

If you have a serious reason why you cannot come to school, please tell the Director of Studies in advance if possible. The Director of Studies will say if the reason for your absence is accepted as reasonable.

If you are late or do not have a good reason to miss lessons, this is an unauthorised absence.

Holidays

Please see the Director of Studies for information about if you are entitled to holidays and what you must do to book them or change them.

What happens if you miss a lot of lessons:

1. We will warn you that this is a problem
2. We will give you a recorded formal verbal warning.
3. You will then receive a maximum of three written warnings
4. If you continue to miss lessons, we will expel you

End of Course Certificates

If you attend less than 80% of your lessons you will not receive an end of course certificate

Students who have received visas to study in the UK may lose their right to stay in the UK or extend their visas if their attendance is bad. It is the legal duty of LTC to report students who consistently do not attend to UKBA (the United Kingdom Border Agency).