

## Regent's School of English - Student Attendance Policy

Regent's School of English students are expected to attend 100% of all their classes and arrive in class on time.

In order to be eligible for a course certificate all students must have a cumulative minimum of 75% attendance across the entire course.

### **Punctuality**

It is important students attend teaching events punctually to not disrupt the learning of others. It is vital students arrive on time so they are present for information that may be given at the start of a session. Students late to class by 15 minutes or more may not be allowed in unless they inform the Regent's School of English in advance and before the class start time.

### **Visa Requirements**

Students who require a visa to study will be informed that any absence will be noted and, where it is in contravention of their visa regulations, they will be reported to the visa issuing authority, in accordance with current legislation.

### **Authorised Absences**

The following absences can be authorised:

- a sickness or injury
- death of a family member
- other personal circumstances preventing the student from attending classes (considered on a case-by-case basis) and/or
- major events in their home country (natural disasters, wars)

### **Unauthorised Absences**

Absences for any other reason (e.g., family visits, sightseeing, non-emergency appointments etc.) will not be authorised and will affect student attendance.

### **Reporting absences**

Students who need to miss a class for any reason are required to contact the Student Support Manager on MS Teams or email to [RSE@regents.ac.uk](mailto:RSE@regents.ac.uk) to explain the reason for their absence.



## **Attendance Procedure**

The following procedure will be used when attendance drops below 75%:

1. A student whose attendance percentage falls below 75% will receive a 1st warning via email and will be requested to make an appointment with the Student Support Manger to discuss their attendance. The purpose of the meeting is to discuss the reasons for the absences and any relevant extenuating circumstances.
2. If there are no extenuating circumstances and the attendance does not improve to at least 75% in the 2 weeks following the 1st meeting, a student will receive a 2nd warning via email and will be asked to make another appointment with the Student Support Manger to discuss their attendance.
3. If the attendance does not improve to at least 75% in the 2 weeks after the 2nd warning and there are no relevant extenuating circumstances, a student will be invited to a meeting with the Student Support Manager & and the Academic Manager and a notification of withdrawal may be issued from the Regent's School of English. If a notification of withdrawal from the course is issued, no refund will be offered for the remainder of the course.

A student whose overall cumulative attendance across the entire course is below 75% will not receive a certificate of attendance at the end of the course.

## **Under 18s**

Students aged 16 and 17 during their studies with us should additionally note that if they are absent for more than 15 minutes after the class start time and they have not informed us, they will be contacted by the Student Support Manager to determine their location. In the absence of the Student Support Manger, they will be contacted by a member of the RSE team. If the student does not respond on MS Teams or by phone, their parent/guardian will be notified about their absence.

