



Attendance and Lateness

Information for Students

ELC wants all our students to enjoy studying with us. We try to provide you with the best learning environment possible.

ELC is a serious school. Your attendance and punctuality are important. If you are late or do not come to your lessons, this affects everyone in your class.

Please make sure you come to school every day and arrive on time to all lessons.

If you are ill or have another genuine reason for not coming, please phone the school before 9am.

Important things to remember:

Classes start at 9am.

If you are regularly more than ten minutes late, your teacher will give you a warning. If you continue to be late, you will not be allowed in to the class and you will be sent to the Academic Director.

If you do not attend your classes, your teacher may ask you to see the Academic Director to discuss your attendance. If it does not improve, we will give you two written warning letters. After this we may ask you to leave the school.

If you do not attend at least 80% of your lessons, you will not receive a certificate for the course.

ELC has to report unsatisfactory attendance by visa students to the Home Office. If you need to extend your student visa or get a new one later, UK Visas and Immigration requires ELC to give your attendance on the application form. Unsatisfactory attendance may affect your ability to get or renew your visa.

Peter Tamkin Group Academic Director
Phil Hopkins Chief Executive
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