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## Attendance and Lateness Information for Students

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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 the start of the lesson.

### **Important things to remember:**

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 Manager.

If you do not attend your classes, your teacher may ask you to see the Academic Manager 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 with no refund of tuition fees.

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

Policy Reviewed: February 2021 by Senior Management Team