

English Language Centre - Student Attendance Policy

- ELC students are expected to attend 100% of all of 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 80% attendance across the entire course.
- Students late to class by 15 minutes or more will be marked partially-absent, which means the attendance for that class will be calculated as 50%.
- 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.
- The following absences can be authorised:
 - a sickness or injury
 - a pre-arranged visit to the police station, embassy or consulate

Sickness absences of up to 3 days per month will be authorised. A doctor's certificate is required for a sickness absence of 4 days or more.

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

- Students who need to miss a class for any reason are required to email ELCattendance@regents.ac.uk to explain the reason for their absence.
- The following procedure will be used when attendance drops below 80%:
 1. A student whose attendance percentage falls below 80% will receive a 1st warning via email and will be requested to make an appointment with a member of Regent's staff to discuss their attendance.
 2. If the attendance does not improve to at least 80% in the 2 weeks following the 1st warning, a student will receive a 2nd warning via email and will be asked to make another appointment with a member of Regent's staff to discuss their attendance.
 3. If the attendance does not improve to at least 80% in the 2 weeks after the 2nd warning, a student will be invited to a meeting with a member of Regent's staff and a notification of expulsion from the English Language Centre at Regent's will be issued.