
STUDENT ATTENDANCE POLICY *

Colchester English Study Centre has a policy of checking student attendance and making sure students come to class. Information on attendance is posted in every classroom.

- **Students must inform the Principal/their teacher if they know they are going to be absent**
- **Students who are ill or can't come for any other reason should telephone the school before 9.00**
- **Students must arrive on time for class**

Teachers take registers for every class. Students who arrive late disturb the other students. If you arrive more than 10 minutes late without good reason, you should go to the Principal, who will give you work to do until the end of the class time.

Teachers tell the Principal if there is any unauthorised absence and this is noted in the register and on an absence sheet for each student.

Registers are checked regularly. If you often miss classes, the Principal will ask you to explain why this is happening. If you continue to miss classes, you will receive a warning letter. CESC always informs sponsors and parents, if relevant.

Regular reports are written, showing attendance, for all sponsored students, and for others when requested. For some sponsors, weekly attendance reports are required and sent. Students who attend less than 85% of their lessons, may not receive a certificate at the end of their course.