

# ATTENDANCE



Students must attend regularly and on time. We care about your welfare and progress and would like to see you coming to UKCE regularly. For the best results, 100% attendance is expected. Help us help you and your fellow students progress by attending your lessons.

## Are you unwell?

Please contact the school and tell us. We want to make sure you are ok.

## Holiday

Would you like to take some time off?

Please tell us **5 working days in advance** by telling the reception staff and emailing [info@ukenglish.org.uk](mailto:info@ukenglish.org.uk) or [admission@ukenglish.org.uk](mailto:admission@ukenglish.org.uk) so that they can record your holiday on our system.

Absence from school during time taken off as holiday will not affect your attendance record.

How many weeks can students take off as holiday?

### Course Length – Holiday

- 1 to 7 weeks – no holiday entitlement;
- 8 to 12 weeks – 1 week's holiday
- 12 to 17 weeks – 2 weeks' holiday
- 18 to 23 weeks – 3 weeks' holiday
- 24 to 32 weeks – 4 weeks' holiday
- 33 to 39 weeks – 5 weeks' holiday

In excess of 40 weeks – 8 weeks' holiday

The school is normally closed for two weeks over Christmas.

The school is also closed for bank holidays, but you do not lose attendance on these days.

**If you can't come to school, you must email: [admissions@ukenglish.org.uk](mailto:admissions@ukenglish.org.uk). You must have a valid reason and always inform the college.**

## Unauthorised Attendance:

- If your attendance falls below 80% in a single week, the Academic team will send an email to you, or your next of kin.
- If your attendance falls below 80% two weeks in a row, you will receive a second email.
- If your attendance remains below 80%, you will have a meeting with the Academic Counsellor.
- If you continue to be absent for no valid reasons, you will have a second meeting with the Academic Counsellor and he/she will give you a written warning.
- Final warning and possible expulsion from the school - Continued absence means a third visit to the HOS/Academic Registrar, who will discuss the matter with the Chief Executive, after which you will receive a final letter followed by dismissal if bad attendance continues.

## Punctuality

- Please arrive at your classes on time or five minutes early. If you are very early, you can wait in the student lounge on the 1st floor.
- **If you are more than ten minutes late, you will need to wait until the next break and this will count as absence.**
- If you are often late (1 –10 minutes), your lateness will be counted as absence.