

Attendance and Absence Policy

Attendance

All students have to attend classes and should be punctual.

If the attendance is lower than 80%, or there is an unauthorised absence of two weeks, the student cannot get a certificate or a confirmation letter. This will be reported to the UKVI, as the school has a duty to inform the Home Office of persistent non-attendance. This may result in the termination of any student visa.

Daily attendance is taken by teachers within the first 20 minutes of every lesson. If a student is late by more than 20 minutes, they can only attend the next lesson. Students arriving more than 20 minutes after the scheduled start of a lesson must report to the school management and remain on the school premises until allowed otherwise.

It is each student's responsibility to provide us with a written explanation of absences.

If a student's attendance is continually poor, more than 5 days every month, a warning letter will be issued at the end of the month. If this is ignored, a second warning letter will be issued.

Students who miss 10 consecutive days without contacting the school will be reported to the UKVI and will automatically be considered expelled and no refund will be given.

Visas and certificates

Students, who are on a visa, studying on a course of 12 weeks or more, can take planned leave. Students must give one week's notice and take a minimum of one full week. Only full weeks can be taken. Maximum 4 weeks in 1 year (1 week per 12-week term).

Students who are on dependant visas and sponsored by their embassy in the UK can take a planned absence of minimum two weeks. The embassies will be notified and will not be invoiced. If the absence is less than two weeks or the school is not informed in advance, the embassies will be charged until the end of the period indicated in the sponsorship letters.

In order for a student to be eligible for a certificate, she/he has to attend at least 80% of the duration of the course.

Absence

Absence from classes does not give the student the right for a refund of the course fees for the previously agreed duration of the course.

If you cannot attend the classes because of a serious issue such as health problems or loss of a relative, then you are entitled to repeat your course in Sheffield Language Centre. However, concrete evidence, such as proof of a hospital stay or dated flight tickets, must be provided. This entitlement is at the discretion of Sheffield Language Centre management, who have the right to refuse.

Persistent late arrival or absences will be recorded and taken into account by teachers when they are evaluating the students. If you are more than 20 minutes late, you may be denied entry to class. Continuous lateness will be treated as absence.