



Reason of class absence

Date:

Student name	
Student ID	
UK mobile number	
Active email ID	
UK Address	
Nationality	
Course start date	
Course finish date	

Emergency contact 1

Name	
UK Mobile	
Email	
UK Address	

Emergency contact 2

Name	
UK Mobile	
Email	
UK Address	



Induction day and date	
First lesson date	
How many classes did you miss?	
Explain why you missed the Classes? please provide the evidence (example) if you were sick, need to letter from GP or hospital.	Your Explanation (please use extra paper if required)
Will you come to your next classes?	



Class Attendance

Students are expected to attend 100% of all their classes and arrive in class on time.

To be eligible for a course certificate, holiday letter, reference letter 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.

What you cannot do

You cannot:

- study on any other course or change your course while in the UK
- study at a [state-funded school](#)
- work or carry out any business (this includes paid or unpaid work, work experience or work placements)
- extend this visa
- bring family members ('dependants') with you on this visa
- apply for most benefits ([public funds](#)) or the State Pension

<https://www.gov.uk/visa-to-study-english>

Student ID Card

Student ID Card is free for the first time. Students must complete the enrolment and send us a passport-size colour picture. Damaged or Lost ID cards incur a £25 cost to replace. ID card cannot be sent to you - the cardholder must collect it in person, and you must show proof of address when collecting an ID card. To be eligible for a course certificate, ID card replacement, holiday letter, or reference letter, students must have a cumulative minimum of 80% attendance.

I confirm that the college has explained everything listed above, and I understand and agree.

Student's Name:

Signature:

Date: