

## Student Absences - Information for Students

It is very important to attend all your English lessons, as this is one of the most important ways to help you improve your language skills. At Foyle International, you must attend **100%** of your classes. Please read the information below very carefully. Your teacher will discuss it with you in your first class. If you do not understand anything, you can ask your teacher.

	<b>Attendance Procedure</b>
<b>Stage 1</b>	You will be told in person and sent a letter/email explaining that we are concerned that your attendance has dropped. We will ask you to contact Foyle International reception if there are any issues or problems, for example if you are sick, or if you need any help.
	<b>1<sup>st</sup> Written warning</b>
<b>Stage 2</b>	You will be sent a letter/email with an appointment to meet with your the <b>Class Teacher</b> to discuss reasons for your poor attendance and: <ul style="list-style-type: none"> <li>• What you need to do to improve your attendance</li> <li>• What we can do to help and support you</li> </ul>
	<b>2<sup>nd</sup> Written warning</b>
<b>Stage 3</b>	You will be sent a letter/email with an appointment to meet with the <b>Academic Manager</b> to discuss reasons for your continued poor attendance and, where appropriate: <ul style="list-style-type: none"> <li>• What you need to do to improve your attendance</li> <li>• The impact of poor attendance on progression</li> <li>• The impact of your attendance on your visa status</li> <li>• What we can do to help and support you</li> </ul>
	<b>3<sup>rd</sup> Written warning</b>
<b>Stage 4</b>	You will be invited to a meeting with the <b>Centre Director</b> to discuss your continuing poor attendance. If there is no improvement and no satisfactory explanation the <b>Centre Director</b> may make a recommendation to withdraw you from your course.  If such a recommendation is made you will be advised in writing within one week of the meeting.
	<b>Letter of withdrawal</b>