

Attendance and Absence Policy

To receive a certificate at the end of the course which states that they have successfully completed a course at UKEC Academy, students must have an overall attendance percentage of 80%* or higher.

- If attendance is below 85%*, the student will receive a verbal warning.
- If attendance does not improve within two weeks, the student will receive a first written warning, and a second written warning if there is still no improvement.
- If there continues to be no improvement, a final written warning will be issued and UKEC Academy reserves the right to expel the student and cancel their course without refund.
- If attendance drops below 50%*, UKEC Academy reserves the right to exclude the student and cancel their course without refund.
- Sponsors will be kept informed of any attendance issues as stipulated in the student' s sponsorship letter.
- *Please note that some sponsors may set different attendance targets.

Absence Policy

If a student cannot attend a class, for example due to sickness, then they should inform the Academy before the start of class. UKEC Academy understands that this may not always be possible and is therefore proactive in attempting to contact students in case of absence.

- If a student does not attend two consecutive days of classes, the Academy will endeavour to make contact with the student to check on their welfare.
- This will be done as soon as possible after it is apparent that the student is/was absent for the second consecutive day.
- Contact will be attempted firstly by telephone, and if no contact is made then an email will be sent.

- If contact is made and no good reason is given for absence, the student will be reminded of the Academy attendance policy.
- If a student is absent for 3 consecutive days without contact being made, the Academy will issue a written warning.
- If a student is absent for 5 consecutive days without contact being made, the Academy will issue a further written warning.
- If a student is absent for 5 consecutive days without contact being made, the Academy will also call the student' s Emergency Contact number to check on the student' s welfare.
- If any student is absent for 10 consecutive classes without contact being made, UKEC Academy reserves the right to exclude the student without refund and, if necessary, report them to UKVI.

Special considerations for students under 18

Students under 18 years old must attend every lesson.

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If a student under 18 years old is running late, for example because of transport problems, he/she must phone the Academy before the lesson is due to start.

If a student under 18 years old is not in class, and has not contacted the Academy, this will be reported immediately to reception. Academy safeguarding staff will then attempt to make immediate contact with the student. If no contact is made, the Academy will call the student' s emergency contact number.