

Attendance

It is important that you are on time and that you attend your classes every day. We can only issue certificates, documents and allow holidays for students who have an 80% attendance rate or higher.

If you cannot attend class, you must inform us BEFORE your class. You must also prove any absences with certificates (such as medical).

Bloomsbury will contact you on the following occasions:

2 days in your first week

If you are absent for 2 days during your first week, we will contact you to check you are enjoying your course and that you are happy with your stay in London. If there is anything we can help you with, please let us know.

3 and 10 consecutive days

If you are absent for 3 days in a row, we will contact you to check that you are ok.

We will warn you about your attendance.

We will also warn you that if you are absent for 10 days in a row in total, you will be automatically expelled (with no refund allowed).

If your attendance falls below 80%, we will ask to have a meeting with you.

Initial meeting

- 1 – to check your contact details
- 2 – to check your reasons
- 3 – to explain the warnings and what will happen if your attendance does not improve
- 4 – you will have to sign to say you understand the information

If your attendance does not improve, we will ask you to have another meeting.

- you will receive a verbal warning
- we will give you a deadline, which you must improve your attendance by
- you will have to sign to say you understand the information

If your attendance does not improve by the deadline, we will email you:

- you will receive a written warning
- you will have to contact the school immediately

If not, you will receive another email:

- you will receive a final warning
- your name will have been removed from the register and your course cancelled (no refund)
- you will have 3 days to get in contact, otherwise your accommodation will be cancelled (no refund)



BLOOMSBURY INTERNATIONAL

Bloomsbury International (U.K) Ltd.

6-7 Southampton Place, London WC1A 2DB UK

Tel: +44 (0)20 7242 2234

Fax: +44 (0)20 7242 8118

Email: info@bloomsbury-international.com

Web: <http://www.bloomsbury-international.com>

Tier 4

If we are your sponsors for Tier4 visa, your CAS will be withdrawn, which means your visa will not be valid, the Home Office will be informed and you will have 28 days to return to your home country. No refund will be made.