

Attendance

It is important 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 school, you must inform us BEFORE your class. You must also prove any absences with certificates (such as medical).

Bloomsbury will contact you (either in person, via e-mail or on the phone) on the following occasions:

- If you are absent for **2 days** during your first week, we will contact you to check that you have all the correct information (for example, the right timetable) and that you are happy with your stay in London.
- If you are absent for **3 or more days consecutively** or if your attendance falls **below 80%**, we will contact you again to check that you are ok. We may ask to have a meeting with you to understand why you've been absent and we will warn you about your attendance, explain the warnings and what will happen if your attendance does not improve (**initial warning**). We will ask you to either reply to our e-mail or sign a document to say you understand the information. We will also ask you how we can help you improve your attendance and we will monitor your attendance for a few weeks.

Please also note that if you are absent for **10 days consequently**, you will be automatically expelled (no refund).

If your attendance does not improve, we will contact you again:

- you will receive a **verbal /first written warning**
- we will give you a deadline, by which you must improve your attendance
- you will have to reply or sign a declaration to say you understand the information
- we will find alternative ways to support you attend your classes

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

- you will receive a **second written warning**
- you will have to contact the school immediately
- we will give you a last deadline, by which you must improve your attendance

If your attendance again does not improve, you will contact you one last time:

- 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)

■ 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If we are your sponsors for Tier4 visa, your CAS will be withdrawn, which means your visa will not be valid, the Home Office will be informed and you will have 28 days to return to your home country.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.

■ Holidays

To book holidays, you must give us 2 weeks' notice or you will be charged a £25.00 administration fee. Holidays must be booked in complete weeks - Monday to Friday and on our eZone:

The number of weeks you can book as holiday depends on your course length and also attendance rate.

Course length (weeks)	08-10	11-14	15-20	21-28	29-32	33-36	37-40	41+
Holiday allowed (weeks)	1	2	3	4	5	6	7	8