



Language in Action Attendance Agreement Policy

A minimum attendance of 80% is a Language in Action requirement and a visa requirement of the UK Home Office for any person who is here on a Student Visa. All students MUST attend 80% of their course.

Language in Action makes every effort to help students to attend their classes. This includes giving reminders, sending warning letters and arranging appointments between the student and the DoS/Centre Manager when necessary. However, there are times when a student continues to keep poor attendance even after these measures have been taken.

If the attendance of a student falls below 80% they may be placed 'Under Review'. This means that they may not attend classes until they have signed an Attendance Agreement with the school. If an agreement is not signed the student's course will be terminated without refund and any accommodation booked through the school will also be terminated without refund. The UK Home Office may also be informed of this termination.

The Attendance Agreement is a formal understanding that is signed by a member of the Head Office and the student.

It establishes in writing that the student accepts that their attendance is not meeting the required level and that this is not acceptable and cannot continue.

The Attendance Agreement states that the school now requires the student to attend every lesson from this point forward – unless they have been given an Authorised Absence by a member of the Head Office.

It also establishes in writing that the penalty for breaching this agreement is that the student will have their course terminated immediately. There will be no refund of course fees.

If the student is staying in accommodation provided by Language in Action, they will be asked to leave the accommodation. There will be no refund of fees paid for accommodation.

The UK Home Office may also be informed of this termination of course. The UK Home Office will then decide whether they wish to terminate the student visa that has enabled them to stay in the UK.