



## STUDENT ATTENDANCE

This is your course at International House Belfast. This is your opportunity.

Your English will improve best if you attend ALL your classes.

Everyone learns best when they are enjoying class so please be on time and respect your classmates.

Full attendance and arriving on time is vital to learning and progression.

If you are absent for more than one day an email is sent to our Academic Team.

The academic team will contact you to check on you and discuss your absence. This is to make sure you are happy with your course etc.

(Where a student is under 18 any absence will be followed up within 30 minutes.)

Counselling sessions will be arranged for students who are attending less than 80% of their classes.

Prolonged absence, or prolonged cases where contact cannot be made, will be reported to the school Director. The school Director will then take appropriate action.

Any irregularity in attendance for those students attending under entry visas (or in residential care) will be reported to the school Director. The school Director will then take appropriate action.

Students taking one to one classes must inform the Academic Team of Studies of any cancellations at least 24 hours in advance of their arranged class time.