

Attendance Policy

We regard regular attendance of your course as being vital if you are to make progress.

All Students

All students have to attend **at least 80%** of their lessons if they wish to receive a certificate at the end of their course.

- Stage **1** If your attendance drops below 80%, the school will send you a letter.
- Stage **2** If your attendance does not improve, we will send you a second letter.
- Stage **3** A 3rd and final letter will be sent to you if your attendance continues to be below the required level.

Students should tell the school about any absences. If you cannot attend for any reason, you should call the school on **0161 228 3607** so that we can explain any absences to the UKVI should the need arise.

Calling the school does **not** mean that we will automatically authorise your absence. You may still be marked as absent on the register, & this would affect your overall attendance.

Students with one-to-one lessons need to give 24 hours' notice of cancellation. Students will be charged for non-attendance if 24 hours' notice is not given.

If you have any **questions** about this policy, please ask the **Director of Studies**.

Tier 4 Visa

Although Berlitz Manchester is not currently a Tier 4 sponsor, should this situation change at some point, it is important to remember that there are particular requirements you need to adhere to if you have such a visa.

If you have a visa to study in the UK, **you must not be absent for 10 consecutive contacts** of your course, as part of your visa requirements. Should you be absent for 10 consecutive contacts, **the UKVI must be contacted within 10 days**, in which case your visa would be at risk.