



[London School of Executive Training]

ATTENDANCE POLICY

LSET will provide a conducive atmosphere where all participants will feel valued and not numbered.

LSET strongly suggests that participants must attend all lectures and participate in workshops and other scheduled activities. It is our policy to enforce a minimum of 85% attendance requirement. Participants who are subject to visa control are obliged by law to meet the minimum attendance requirements.

Even though our programmes are short term, however, each opportunity will be used to convey to all participants of the importance of regular and punctual attendance.

Each term LSET will examine its attendance figures and these will be reflected in the participants' review and progress report for especially those participants who are on six-month programmes. Participants attendance has been made compulsory in the enrollment contract which every participant is asked to sign in advance before their acceptance on programmes.

Absence Record

A participant who is absent from class and have informed the LSET administration is recorded as authorised (A) absence valid under the Education Act 1996. Participants should inform the LSET administration by calling us before 10 am. Absence can only be authorised where valid proof of illness or emergencies is submitted to the LSET administration.

Participants absence without notification will be considered unauthorised (U).

Three Consecutive absence from Class

Any participant who is absent on three consecutive occasions will receive a written warning and. If not resolved, this could result in dismissal or the participant will be deferred to another intake if a long-term participant.

Punctuality and lateness

Participants must be punctual in attending their classes and expected to arrive in good time before the commencement of each class. Participants arriving 15 minutes after the start of the session will be marked as late.



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It is the responsibility of the class tutor to make participants aware of the consequences of frequent lateness. In cases where a participant begins to develop a pattern of lateness and absences, lecturer will try to resolve the problem with the participant. If this is unsuccessful

LSET will refer the matter to the director and a participant review meeting may be arranged, and the participant may be asked to explain the reason for lateness.

Absence notes

Notes received from participants explaining absence should be kept for the remainder of the training programme. If there are attendance concerns about the participant that may require further investigation, then the notes will be retained in the participants' file.

Holidays in term time

Those on short term programmes are not allowed to miss more than one lecture however, those enrolled on long term programmes for such participants' holidays during term time are not encouraged and these participants are reminded of the effect absence can have on their academic achievement. Emergency leave will be considered into the case by case basis and the final decision will rest with the LSET administration.

Date: _____

Signed by participant: _____