

Attendance Policy

CEL Vancouver

Name of Institution		03979
August 23, 2021		Institution Number
Attendance Policy		August 19, 2021
Name of Policy	Effective Date	Revision Date

1. The minimum attendance requirements for students are as follows:
 - 80% of all classes
2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
 - **Warning Letter 1:** When a student's attendance falls below 80%, they are issued a warning letter outlining the attendance policy. The DoS or Head Teacher meets with the student to find out what the issue is and how we can support the student. The student is given 2 weeks to improve their attendance. The student signs the warning letter, promising to improve their attendance. The letter is kept in their file.
 - **Warning Letter 2:** If the student has not demonstrated improvement, a second warning letter is issued. The student then must meet with the DoS and Centre Director to explain why their attendance has not improved. The student is warned that they risk expulsion if they do not show improvement in the next 2 weeks. The student signs the letter and a copy is kept in their file.
 - **Final Warning Letter:** If there has been no improvement during the 2 week period following Warning Letter 2, the student will be issued a Final Warning Letter. The student will meet with the Centre Director who will explain that the student is facing expulsion. If there is no further improvement within the following 2 weeks, the student risks expulsion and may not receive a certificate. If the institution is unable to contact the student to arrange the meeting with the Centre Director after attempting to do so for a period of two weeks, then the student also risks expulsion and may not receive a certificate.

3. The process by which students must report an absence is as follows:

Sickness

Any student who fails to attend any classes due to illness must contact the School on the day of the illness via e-mail or telephone. If the student misses seven calendar days (including weekends) she must provide written medical evidence from a medical health practitioner stating that she was unable to attend her classes due to illness (i.e. a letter from a General Practitioner). This evidence may come in many forms, however, they must contain at least the student's name, date of issue and must be signed by a medical health professional.

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Vacation Policy

General English students taking courses of 9 weeks or more can arrange a 1 week break (Monday to Friday) after completing 8 weeks of study, with a corresponding extension of course ending dates. Students on study permits can take a 1 week break for every 12 weeks of study

(maximum of 2 weeks at any one time).

Students must ensure that arrangements comply with their visa conditions, where relevant.

- Students must complete the online vacation request form at least one week before their vacation is due.
- Once approved, they will receive notification and will be required to pay a course amendment fee of \$50.

Personal absence

Should a student require a personal leave of absence, for example, for moving apartment, or coming late from a weekend away, they should email the Director of Studies prior to the date for approval.