

# ATTENDANCE

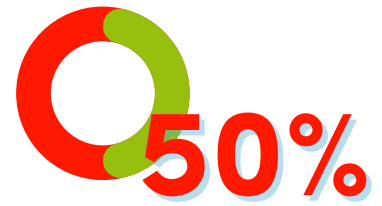
## WHAT DO I NEED TO KNOW?



We really want you to attend **all** your lessons, **100% of the time!** It's really important for your learning and progress.



You must attend at least **80%** of your lessons to get a **certificate**. This includes all classes: morning, afternoon and evening.



If your attendance is **under 50%** you may be **removed from class**. You need to speak with an Academic Manager.



### IF YOU ARE LATE...

It will affect your **attendance %**. It is also difficult to catch up and disrupts your classmates.

Adult students (18 years or over) arriving **later than 15 minutes** for any English class must wait until after the break to join their class. Under 18s should join their class immediately.

### IF YOU CAN'T COME TO CLASS BECAUSE OF...

- Headache
- Cold
- Tiredness
- Transport issues
- Personal appointments
- Other minor illness
- Bad weather

**...you will be marked as absent.**  
This will affect your attendance %.

### IF YOU CAN'T COME TO CLASS BECAUSE OF...

- Medical appointments or hospital treatments
- **COVID**, serious illness or injury
- Compassionate reasons
- Emergency return to your country
- Mental health issues

**...you can ask to be excused from class.** Scan the QR code or [click here](#). If authorised, this will not affect your attendance %.



You can contact us if you need support or assistance by calling **+44 20 7611 2400** or emailing **info@ihlondon.com**.

Questions? Come to **Student Hour** at 12:30–13:30 on Monday, Tuesday or Friday in room 501 on 5th floor.