



ESL ATTENDANCE AND PUNCTUALITY POLICY

1.

You must attend **ALL** of your classes **REGULARLY** and **ON TIME**.

2.

Late arrival = under 10 minutes from the start of class.

2 lates in one month from the same class = 1 Absence.

6 lates in one month from the same class = 3 Absences.

6 lates = 3 absences = dismissed for one week from the same class.

3 absences during one month, without the Academic Manager's or College Director's permission (depending on campus) = **No Certificate and dismissal from that class for the next 5 school days** without an extension.

3.

You will be marked "LATE" if you arrive after your instructor does. You may still come into the class at your instructor's discretion. If you are more than 10 minutes late for your class, you have to stay outside until the next break. Two late arrivals equal one absence.

4.

If you miss one session of the day, you will be marked "HALF-DAY ABSENT". If you miss two sessions (e.g. an entire morning class from 9:00 am to 12:00 noon), you will be marked "ABSENT."

5.

Please note that calling in sick does not mean that you are excused for that day. Your absence will be allowed only in the case of pre-existing injury or doctor's note. All other cases are at the discretion of the instructor.

6.

If you are going to be absent on a day when an exam or a presentation is scheduled, you must call and talk to one of your instructors before the end of the day. If you do not call, your exam or presentation will not be rescheduled and will be marked zero.

7.

When you call in sick and need to leave a message, clearly state your name (including English nickname, if applicable), program, name of instructor, and any other relevant details.