



Attendance Policy

Ace London School

1. Introduction

At Ace London School, we recognize that regular attendance is essential for student success. This policy outlines expectations, procedures, and consequences regarding attendance to ensure a supportive and structured learning environment.

2. Attendance Expectations

- Students must attend all scheduled classes, lectures, and practical sessions on time.
- A minimum **attendance rate of 80%** is required to maintain good academic standing.
- Attendance records are maintained daily by the school administration.

3. Absences and Lateness

3.1 Acceptable Reasons for Absence

Absences are only excused for valid reasons such as:

- Illness (medical certificate required for absences longer than 3 days)
- Medical appointments (must be pre-approved where possible)
- Family emergencies
- Official school-related activities
- Visa-related appointments (for international students)

3.2 Reporting Absences

- Students must inform the school by **8:30 AM** on the day of absence via email or phone.
- A doctor's note or relevant documentation is required for extended absences.

3.3 Lateness Policy

- Students arriving more than **15 minutes late** may be marked as absent for the session.
- Repeated lateness (3 or more times in a month) will result in a warning and possible disciplinary action.



4. Consequences of Poor Attendance

4.1 Warnings and Disciplinary Actions

- **First Warning:** Issued when attendance drops below **90%**.
- **Second Warning:** Issued if attendance drops below **85%**, with a formal meeting required.
- **Final Warning:** Issued when attendance falls below **80%**, leading to academic probation.
- **Below 75% Attendance:** The school reserves the right to report attendance concerns to external authorities (e.g., UK Visas and Immigration for international students).

4.2 Impact on Academic Performance

- Low attendance may affect course completion and eligibility for exams or certifications.
- Students who fail to meet attendance requirements may be removed from the course.

5. Holidays and Leave of Absence

- Students may apply for a **leave of absence** (e.g., travel, medical reasons) by submitting a formal request.
- Holiday requests can only be approved **after 12 weeks of study** and must not interfere with coursework.

6. Special Considerations

- Students with documented disabilities or long-term medical conditions should contact the administration to discuss attendance flexibility.
- Emergency situations will be assessed on a case-by-case basis.