



# Attendance Policy and Procedure



**(in usual circumstances)**



Like any good College we need procedures to help navigate the complexities of being fair and respectful to everyone. Where possible, we want to offer every learner the chance to do the most popular courses and ensure all spaces are filled.

Please help us to help you by following these simple rules:

- Only attend a course if you have had a confirmation of a place by text, email, letter or phone
- Attend all courses you are booked onto for the full amount of sessions
- If you are unable to attend the first week or miss a session of an on-going course please ask the tutors/facilitators permission to continue to attend
- If you cannot attend a course or session you have booked onto please let us know in good time, well in advance of the course start date. This allows us to offer the place to someone else who could benefit from it.
- Please get in touch if you are unsure what you have booked onto, or need more information

Please note that failure to follow these procedures may result in a course place being withdrawn or you being turned away from the College. We monitor attendance and will contact you if you miss a session without letting us know so we can work together to solve any issues.

Please understand that we are trying to do our best. If you have any particular learning or communication needs, please let us know.