



Attendance, Holidays and Leaving Your Course at IH Manchester

✦ Our Promise to You

At IH Manchester, we want you to **learn successfully and reach your goals.**

To do this, it is important that you:

- attend classes regularly
- arrive on time



➤ Attendance

You must attend **all your classes.**

- Teachers record attendance every lesson
- If you are absent for **2 days in a row**, the school will contact you
- If absences continue, this may lead to **disciplinary action**



➤ Lateness

Lessons start **on time**.

- If you are late, you may not be allowed to enter the class
 - If you are more than **15 minutes late**, you will not join the lesson
 - If you are often late, the school will speak to you
- Being late can affect your learning and other students.

➤ Absence

If you cannot attend class, you must **tell the school in advance**.

✦ Authorised Absence (Allowed)

Examples include:

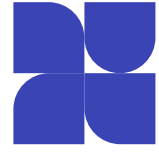
- medical appointments
- illness with a doctor's note
- embassy or visa appointments
- family emergencies
- religious holidays

You must give **evidence** (e.g. a letter or note).





Unauthorised Absence (Not Allowed)



Examples include:

- holidays or leisure activities
- work or personal appointments
- minor illness without proof

Unauthorised absence may lead to **disciplinary action**.

Attendance Warnings

If your attendance is **below 80%**, the school will take action:

1. Talk with a manager
2. Verbal warning
3. Written warning
4. Final warning
5. Exclusion from the course

This process helps you improve your attendance.

Certificates

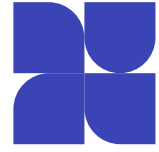
To receive a certificate, you must attend at least **80% of your course**.

If your attendance is lower, you may receive a letter instead.





Holidays



You may be able to take a holiday during your course.

- Courses under 12 weeks → **no holiday**
- Longer courses → **1 week holiday per 12 weeks**

You must:

- apply in advance
- give at least **1 week's notice**

Leaving Your Course Early

If you want to leave your course:

- speak to a member of staff first
- explain your situation
- give written notice with your final date

We will try to support you before you decide.

Remember

- Good attendance helps you **learn faster**
- You must attend at least **80%**
- Always tell the school if you cannot attend
- Ask for help if you have a problem

