

Attendance and Lateness Policy

Reviewed: June 2025

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It is very important that you attend all your classes. Missing classes will affect your progress, and being late will disrupt the lesson. We do, however, understand that sometimes absence and lateness are unavoidable. Please read below to find out what you are expected to do if you are absent from or late to class.

What to do if you cannot attend your lesson?

The first thing you should do is inform the school that you will be absent. If you cannot attend your lesson, notify the school by calling or texting the number printed on your ID card or contact the school line at 0121 366 8953. You can also email the school at admission@studybse.com. If you have a good reason for being absent, your absence will be recorded as authorised. Here are some valid reasons for being absent from class:

- Illness
- medical/dental appointments, which could not be made outside of lesson hours
- Visits to a university's open days
- career-related interviews
- attendance at a funeral or wedding of a close family member
- severe travel disruption
- family illness or emergencies; religious holidays

If you do not inform the school, your absence will be recorded as unauthorised, and we will contact you to find out why. We will also contact your parent/guardian/agent and embassy (if appropriate) if we do not hear from you and cannot reach you. The school needs to know you are safe and well, as the School has a duty of care to students.

What happens if you are not attending regularly?

If your attendance falls below 85%, you will be called to meet with the admin/welfare manager, who will discuss your attendance. If your attendance does not improve in the following weeks, you will be issued multiple warnings and may be withdrawn from your course. We will also notify your parent/guardian/agent of the attendance concerns. If your employer or the Government sponsors you, we will also inform them.

What to do if you are going to be late?

If you are late for your lesson, you can inform the school by calling or texting the number printed on your ID card or contact the school line at 0121 366 8953. You can also email the school at admissioins@studybse.com. You must not enter the classroom if you are more than 15 minutes late. You will have to wait until the next lesson begins. If you have a valid reason for being more than 15 minutes late and have informed the school, you will be taken to the classroom by the admin/welfare staff and allowed to join the class. If you arrive within 15 minutes of the lesson, please knock on the classroom door politely before entering. You may be asked to wait until the teacher finds a suitable break in the lesson before allowing you to enter. Please remember that lateness disrupts the class for everyone, including yourself, so always try your best to be on time.

Under 18s

If you are under 18, you will sign a register each morning before your lesson. The register is in the Admin Office. If the register is not signed, the admin/welfare staff will look for you in class. If you are not in class within 30 minutes of your class start time, we will contact you and/or your parent/host/guardian/agent to check your whereabouts and welfare. If you are under 18 and you are late, you will be contacted by the school to find out where you are. When you arrive at the school, you must go to the Admin Office and see an admin/welfare staff member who will take you to your class.