



celt
CENTRE FOR ENGLISH
LANGUAGE TEACHING
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Attendance, Punctuality and Disciplinary Policy And Procedures

If a student does not attend classes regularly and punctually or does not participate in the work of the class, the teacher will report this to the Director of Studies (Mike Burden) and/or the Principal (Greg Nelson). They will speak to the student concerned and offer advice, support or a warning, as appropriate. They may also have to report this to the student's sponsor, agent, or parents, if applicable.

Please note that poor attendance (below 80%) and punctuality will result in the student not receiving their certificate of attendance/progress report at the end of their course and may also affect the student's visa status.

A teacher may ask a student to leave the classroom if that student's behaviour causes offence or risk to the other students, the teacher and/or their property or CELT's property.

If a student breaks the law, shows persistent unruly behaviour, sets a bad example, abuses or bullies another student or staff, causes a nuisance or disrupts the lessons in any way, the Directors of CELT will have the right to ask the student to leave the school without any refund of course fees or expenses.

CELT's Disciplinary Policy and Procedures are taken from CELT's Student Charter