



## Attendance and Punctuality Policy – for students

At Chichester Language School we ask our students to come to all their classes and to arrive on time.

**Please read these important points and sign your name below:**

- I agree to attend all my classes and to arrive on time for lessons.
- I understand that if I am absent from class the School will contact me.
- I understand that if I am late to class the teacher may not allow me to enter, and may ask me to return at the start of the next lesson.
- I understand that I must contact the School if I am ill or unable come to class for any other reason. (Email: [Eleanor.fisk@chichester.ac.uk](mailto:Eleanor.fisk@chichester.ac.uk) or telephone 01243 786321 ext 2537)
- I know that I can read Chichester Language School's policy on Attendance and Punctuality by logging in to CHI365 (SCHOOL/POLICIES)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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