

LONDON BROOKES COLLEGE

Student Name:

Enrolment Number:

Course:

Date:

Re: Formal written warning due to lack of attendance

Dear

It has been brought to my attention that your current attendance on your course has not met the required standard.

Attendance and completion of the class register is a legal requirement by the UKBA and failure to attend classes due to absence, late arrival or leaving early without permission from the class lecturer will result in an unauthorised absence.

You are expected to be in College and in the classroom as specified on your timetable.

This letter acts as a formal written warning due to failure to abide by these College and UKBA rules and a copy will be filed in your student profile.

If your attendance and time keeping does not improve you will be issued with a final written warning and you will be withdrawn from your course and will be reported to the UKBA.

After the final letter, if again your attendance, time keeping and course work does not meet the legal requirements we will inform the UK Border Agency and your place on your programme will be reconsidered.

Attendance, time-keeping and course work are a fundamental aspect to your course and therefore will be dealt with as a serious matter.

Yours sincerely

Vice Principal



Checked on 4th August 2021 by Cillian Logue

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