

Student Name:

Enrolment Number:

Course:

Date:

Re: Final Attendance Warning – Risk of Withdrawal / UKVI Report

Dear Student,

It has been brought to my attention that your attendance on your course continues not to meet the required standard. As you are aware, attendance and accurate completion of the class register are legal requirements set by the UK Visas and Immigration (UKVI). Failure to attend scheduled classes, including absences, late arrivals, or leaving early without permission from your teacher, will result in an unauthorised absence. You are expected to be present in college and in the classroom at all times specified on your timetable.

This letter serves as your Final Attendance Warning due to your continued failure to meet the College and UKVI regulations. A copy of this letter will be placed in your student record.

If your attendance, time-keeping, and engagement do not show immediate and sustained improvement, the College will be required to notify UKVI. This may result in your enrolment being withdrawn and your visa sponsorship being reconsidered.

Attendance, punctuality, and coursework completion are essential components of your programme and will continue to be treated as a serious matter.

Yours sincerely

*Admin Office
London Brookes College*

Checked on September, 2025