



CAMBRIDGE MANAGEMENT AND LEADERSHIP SCHOOL

Attendance policy

Policy Statement

Cambridge Management and Leadership School (CMLS) ensures that students admitted on different programmes of instruction attend per time table issued by the school so that the syllabus is covered within the prescribed time frame. Meeting the requirements of timetable is a key factor to prepare students for assessments towards the achievement of credits or qualifications. All students are required to maintain at least 85% and above attendance throughout their studies with Cambridge Management and Leadership School.

Management Procedure

Students are given alerts through message on their Online Learning Platform Dashboard, via email/letter or through phone only if

- a) They don't attend lecturers for at least two weeks of starting of the course or Remain absent for at least three consecutive lectures.
- b) If the student fails to turn up for classes within seven days of first letter, they receive a second letter and a final letter if the second one has not been acknowledged or responded to.
- c) When (a and b) have failed, the student is formally removed from the register and advised accordingly.

- d) All actions available to the school notwithstanding, students may be prevented from taking assessment if, on the opinion of the CMLS Lead Tutor the attendance record might have a bearing on the quality of learning, therefore, the results.
- e) A notification will be sent to UKVI for international students after termination of the student's admission.