

Student Name:

Enrolment Number:

Course:

Date:

Re: Formal written warning due to lack of attendance

Dear Student,

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 UKVI 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 UKVI 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.

After the final letter, if again your attendance, time keeping and course work does not meet the legal requirements we will inform the UKVI 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

*Admin Office
London Brookes College*

Checked on & Updated on February, 2025
