



Attendance and Certification Policy

Effective Date: 1 January 2026

1. Purpose of This Policy

This Attendance and Certification Policy explains the requirements that students must meet in order to successfully complete a Kingsbridge Communication Academy (KCA) course and become eligible for certification. By enrolling on any KCA course, students agree to follow this policy in full.

2. Commitment and Expectations

KCA courses are designed to improve English speaking confidence through active participation and regular attendance. Certification is awarded only to students who demonstrate genuine commitment, engagement and completion of all required elements of the course.

3. Minimum Attendance Requirement

Each course consists of 24 sessions. Students must attend a minimum of 21 out of 24 sessions in order to remain eligible for certification. Students who attend fewer than 21 sessions will automatically become ineligible for certification.

4. Lateness Policy

Students are expected to join sessions on time. A grace period of up to 5 minutes is allowed. The register will normally be taken 5 minutes after the session begins. Repeated lateness may be treated as non-attendance at the discretion of KCA.

5. Maximum Allowed Absences

Students may miss no more than 3 sessions during the entire course. Missing more than 3 sessions will result in automatic failure to meet certification requirements.

6. Notification of Absence

If a student misses a session, they must inform KCA in writing within 48 hours of the missed session with a genuine reason. Failure to notify KCA within this period may result in removal from the course.

7. Mandatory Catch-Up Work

For every session missed, students must watch the full recording of their own group session, submit a minimum 150-word written explanation in English, and provide an 8-minute voice or video recording discussing the session content.

8. Deadline for Catch-Up Work

Catch-up work must be submitted within 72 hours of the missed session. Failure to complete and submit catch-up work within this deadline will result in that session being counted as a permanent absence.

9. Use of Session Recordings

Recordings are available to all enrolled students for learning and revision. For catch-up purposes, students must complete work based only on the recording of their own group and specific session missed.

10. Participation Requirement Attendance alone is not sufficient for certification. Students must actively participate, speak during lessons, and engage in activities. Students who remain disengaged may be deemed ineligible for certification at the discretion of KCA.

11. Final Assessment Requirements

Students must complete a 15-minute final speaking assessment and a minimum 150-word written final assessment in English. Cheating, copying or use of AI tools is strictly prohibited.

12. Missing the Final Assessment

Completion of the final assessment is mandatory. A maximum extension of 48 hours may be granted at the sole discretion of KCA. No further extensions will be permitted.

13. Certification Decision

Certificates will only be issued to students who successfully meet all requirements including attendance, participation, catch-up work, assessments and compliance with all KCA policies.

14. Timeframe for Results and Certificates

Students should allow approximately 2–3 weeks after course completion for results and certificates to be issued.

15. Illness and Emergencies

KCA understands genuine illness or emergencies may occur; however students must still meet the minimum requirement of 21 out of 24 sessions and follow the procedures outlined in this policy.

16. Breach of Code of Conduct

Any breach of the Student Code of Conduct or other KCA policies may result in failure to meet certification requirements or removal from the course.

17. Discretion of KCA

All matters relating to attendance, participation, assessments and certification are subject to the full discretion of Kingsbridge Communication Academy. This policy is not exhaustive and is not limited to the examples provided.

18. Changes to This Policy

KCA reserves the right to amend or update this policy when necessary. Any changes will be communicated to students.

Authorised by:

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