

Date: **04/02/2015**
Student ID: **lcc201412**
Course Name : **MANAGEMENT OF INFORMATION SYSTEMS**
Surname: **Selvamanicam**
First Name: **Ahilan**
Address: **86 Betchworth
Road, Ilford, IG3 9JH, United
Kingdom**

Re: Poor Attendance Notification (Attendance below 80%)

Dear Mr. Ahilan Selvamanicam,

It has been brought to my attention that you have not been attending lectures, classes, Tutorials, departmental examinations and your attendance fell below 80%. The College is seriously concerned about your poor attendance and its academic excellence. You are required to attend lectures, classes, tutorials, and departmental examinations regularly; failure to do so could result in your removal from the course, in accordance with the College Attendance Policy.

However, if you have a problem that we do not know about, please contact us immediately - you must write to us at syedanuwat@londonchurchillcollege.co.uk with your name, your date of birth, your student ID number, the reasons why you have been absent and proof of any evidence (medical letters etc.) and we will remove you from our list of absent students. Without evidence we may not accept your reason(s) and explanation.

Should you require any further assistance regarding this issue, please do not hesitate to contact me during our office time.

Yours sincerely,



Syed A Murshed

Director of Monitoring and Information Technology

College Attendance Policy

Students are expected to attend all their classes. If a student misses 4 or 7 expected teaching sessions, we will, following college policy, send a reminder letter. If a student misses ten expected teaching sessions/ contact, we may, following the college and UKBA policy, inform UKBA. Students will be also notified every month if their attendance falls below 80%.

What will Happen Next

Reminder Letter

We will send you further reminder letters if you miss 4, 7 and 10 contacts respectively.

UKBA Notification Letter

We will also notify to the UKBA if you miss 10 contacts.

Termination Letter

Following the reminder letters, we will send you termination letter within two weeks and your record will be amended accordingly. After your termination, all of your services will be withdrawn permanently.

**Please note it is the student's responsibility to attend the classes. The college reserves the right to comply with UKBA and / or college policy without providing notification to students.

