

Date: **13/02/2015**  
Student ID: **lcc201412**  
Course Name : **MANAGEMENT OF INFORMATION SYSTEMS**  
Surname: **Selvamanicam**  
First Name: **Ahilan**  
Address: **86 Betchworth  
Road, Ilford, IG3 9JH, United  
Kingdom**

**Re: Notification of poor attendance ( 7 Contacts Missed)**

Dear Mr. Ahilan Selvamanicam,

Our records show that you have missed 7 or more teaching contacts/sessions and we have sent you a reminder letter previously. But unfortunately your attendance has not been improved since our last reminder. All students 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 syedanumar@londonchurchillcollege.co.uk with your name, your date of birth, your student ID number, the reasons why you are or going to be 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. It is imperative that you attend. If you do not improve your attendance, we will remove from the course.

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 attendance policy, inform relevant organisation.

**What will Happen Next**

**Notification of termination Letter**

We will also notify you 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 After your termination, all of your services will be withdrawn permanently.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 college attendance policy without providing notification to students.