

Date: **05/02/2015**  
Student ID: **lcc201421**  
Course Name : **MANAGEMENT OF INFORMATION SYSTEMS**  
Surname: **Hristova**  
First Name: **Gabriela**  
Address: **4 Ruscoe Road,London,E16**  
**1JB,United Kingdom**

**Re: Notification of poor attendance (4 contacts missed)**

Dear [DATA=student\_title]name[/DATA] Gabriela Hristova,

Our records show that you have missed 4 or more teaching contacts/sessions. 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 and UKBA policy, inform UKBA. Students will be also notified every month if their attendance falls below 80%.

**What will Happen Next**

**Further 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 After your termination, all of your services will be withdrawn permanently.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.