

# ZIVRAP EDUCATION ATTENDANCE AND REGISTRATION POLICY

## **INTRODUCTION**

At Zivrap Education, we've found that our students receive far more exceptional results with our programme when they are consistent attenders. Furthermore, dedication to student learning cultivates a passion, enthusiasm and a depth of understanding that are all integral to the Zivrap learning culture. As such, we've devised this policy to ensure that students get the most out of the programme enabling us to carry out seamless, uninterrupted teaching with the best results.

## **REGISTRATION**

All students, once enrolled, will receive a membership card. This card functions as a library card as well as a registration card.

As of February the 21<sup>st</sup> 2018, all students will be required to scan in their membership card on entry to the studio as a form of electronic registration. For skype students, this will be carried out by staff on a student's behalf.

## **ATTENDANCE**

We understand that sometimes illness is unavoidable. However, in keeping with the theme of consistency and in keeping with national requirements, we require that students attend a minimum of 85% of their regular sessions per term in order for us to continue to hold their time slot for you.

Where students are unable to come in to the studio for their given time slot, the following alternatives can be arranged (and are included in the 85% attendance requirement):

1. Rescheduling the session for the week to an alternative time slot
2. Skyping in for their session at the same time of their session or at an alternative time instead (please give notice of this as early as possible).

We ask for 24 hour notice for alternations to the session so that we can facilitate session changes accordingly and so that we do not wait for students who are not able to attend.

Where 24h hour notice via email, text or phone call is not given, we will charge for the session. i.e. last minute cancellations or non-attendance with no notice will be charged.

