

## Absence Procedure

100% attendance at classes is expected for the length of the Summer School.

**If you find yourself unable to attend a class due to illness, family bereavement or other unforeseen circumstances then you must notify LEAPS as soon as possible.** This can be done via email or by phoning the LEAPS office. If the reason you cannot attend is of a personal nature that needs further explanation, please state this and a Student Support team member will discuss this with you as soon as they are available.

Attendance will be taken in all classes. If you are marked absent and **have not** notified LEAPS or the course coordinator, it will be marked as an unauthorised absence.

Due to the amount of content covered in classes, it becomes very difficult to catch up if you miss any sessions for a course. Furthermore, your overall attendance for all classes will be recorded on your end of Summer School report which is sent on to the universities where you are holding offers. It is therefore important to attend all classes unless it's unavoidable.

Can't come to class?



Call or email the LEAPS office ASAP

0131 650 4676

[leapssupport@ed.ac.uk](mailto:leapssupport@ed.ac.uk)