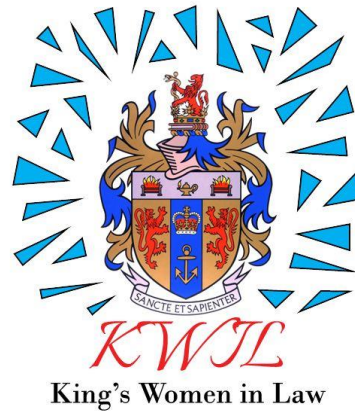


King's Women in Law
Non-Attendance Policy



1. This policy applies to all events organised by King's Women in Law which require ticket registration.
2. Where an individual has registered for a ticket to an event and fails to attend an event, that individual will be de-prioritised from subsequent events to which this policy applies. This may involve:
 - (a) refusal of attendance to the next event; or
 - (b) if the individual is a member, loss of the benefit of prioritised members' tickets for the next event.
3. Where an individual has registered for a ticket to an event and fails to attend an event for the second time, stricter measures will be taken. These measures may involve:
 - (a) refusal of attendance to all subsequent events in the current academic year; or
 - (b) if the individual is a member, loss of the benefit of prioritised members' tickets for all subsequent events in the academic year.
4. An individual will not be penalised for non-attendance if they have informed the event organiser, by email or other appropriate means, that they will not attend the event at least 48 hours before the start time of the event.
5. The decisions made on the application of this policy will be at the sole discretion of the event organiser.
6. When making such decisions, the following must be taken into consideration:
 - (a) reasonable excuse for non-attendance, such as unforeseen illness;
 - (b) the nature of the circumstances of the individual;
 - (c) whether the event organiser was informed at the earliest time possible; and
 - (d) whether a replacement attendee was found by the individual.