

POLICY: 1.1 Original Issue Date: 01.09.14	ATTENDANCE POLICY
Updated:	Responsible Manager: Francis Neary, Director Of Studies

ATTENDANCE

The school is obliged to take attendance each week, especially in the case of students with visas.

- All non EEA students with a student visa must enroll for a course of at least 15 hours per week, and they must attend at least 85% of their classes.
- A register is taken for each lesson by the teacher and entered into the school database system at the end of the week by the Administration Manager. A student will not be permitted to enter a lesson if they are more than 15 minutes late and will be marked absent for this lesson.

ABSENTEEISM

- In the case where a student 's attendance falls below 85%, they will be sent a Warning Letter and asked to meet the Academic Manager to agree an action plan to improve their attendance.
- If the school finds that a student's attendance has still not improved within a 2 week period, then the student will receive a 2nd warning letter.
- If attendance still does not improve A third and Final Warning letter will be issued.
- Finally, if the student's attendance of a non EEA student with a student visa fails to improve within the subsequent 2 week period of issuing a 3rd and Final Warning, the school is obliged to inform the Garda National Immigration Bureau (GNIB) of this ; and the student will be expelled from the course. **No refunds will be provided.**

Berlitz Dublin will endeavor to assist a student in improving their attendance by ascertaining reasons for their low attendance.

Illness:

In the event that you are unable to attend lessons due to illness, all students must:

- notify Berlitz Dublin by email dos@berlitz-dublin.ie or telephone 01 644 9742
- produce a doctors certificate to Berlitz Dublin - Once this certificate is produced, a student's attendance will not be affected and the sick leave will be recorded on our online school system..
- In the event that no doctor's certificate is produced, the student will be marked absent for the days that they are ill and not attending lessons.

- In the event that a doctor's certificate is not produced, then this will be treated as unauthorised absence (Absenteeism).

At the end of the course you may require an attendance report so that you can apply for another visa, but the school can only document your actual attendance. Please note that this must be over 85%.