

## **Attendance/Absenteeism/Illness Policies**

### **Attendance Policy**

All attendance information for Academic Year students is outlined in the Student Handbook and explained at student induction.

The ADOS checks all current attendance percentages weekly and sends out warning letters every two weeks.

The Office Manager or ADOS updates attendance percentages on the GNIB register weekly.

Students who have an overall attendance percentage below 85% will receive a first warning letter, if their attendance does not show significant improvement within a two-week period, a second warning letter will be sent. If attendance does not improve within a second two-week period, expulsion will be considered. Similarly, if initial improvement is shown after the first warning letter, but drops at a later point in the course, a second warning letter will be sent.

Berlitz College will consider an expulsion if attendance remains below 85% after the issuance of two warning letters and the student has made no meaningful attempt to improve attendance and/or has no reasonable documented excuse for the absence. Students who are expelled will be issued with a formal expulsion letter from Berlitz College Dublin, and the GNIB will be informed.

The GNIB will also be informed if a student is unable to reach an overall 85% attendance average for his/her program, or if a student misses more than 25% of classes within the first 6 weeks of his or her program.

All warning letters are sent via email. It is the responsibility of the student to provide the school with an updated email address.

Hard copies of all warning letters are kept in student files.

Attendance is a provision of the student visa and non-attendance may result in a student losing their student permit to study and work in Ireland.

It is Berlitz College policy that students found falsifying attendance in any way on behalf of another student will lose their own attendance for that day. They will also receive a Formal Disciplinary Warning which will remain on their file for the remainder of that term. Students found repeating this will be immediately expelled from the College and reported to the GNIB.

#### **Poor Attendance – Students are advised as follows:**

- The minimum attendance required by the GNIB is 85%
- Inform the College immediately of reasons for not attending classes
- If students are returning to their country during the course, they must notify the school in writing stating the reasons
- If students are ill they will need to present a Doctor's Certificate to the administration office
- There will be no holidays during tuition periods (Other than those that follow ILEP holiday rules, and have been pre-arranged before the commencement of the course)

## Absenteeism and Punctuality Policy

### Students

- A weekly attendance register is placed at the front of teachers' folders and is replenished, and updated, every Friday.
- Teachers are responsible for marking attendance for each student by putting 2 ticks (/) in beside their name when present and "A" beside their name if the student is absent. There are 2 lessons per day (Ex. 9.15-10.45 & 11.00-12.30) (1.45pm – 3.15 & 3.30 – 5.00) with a break of 15 minutes in the middle).

For example:

Student Name	Monday		Tuesday		Wednesday		Thursday		Friday	
xxxxxxxxx	/	/	/	A	/	/	/	A	/	/

- If a student is 15 minutes late for class, they do not receive attendance for the 1<sup>st</sup> lesson (A for absent). Similarly, they are not allowed to enter the class until the break. This prevents disruption in lessons and encourages students to arrive on time
- If a student leaves class more than 15 minutes before the finish time, they do not receive attendance either (A for absent). Please see example attendance register on Tuesday and Thursday
- Teachers must make notes about students who are late for class or who leave early in the comments box in order to justify the lack of attendance

The seriousness of this duty cannot be overstated. If teachers fail to keep an accurate record of students' attendance, or if teachers fail to record an entry for students' attendance on any given day, they will be subject to disciplinary procedures and ultimately dismissal.

The ramifications of these documents not being correctly updated are potentially very serious, namely that the student may have their visa revoked and the College's good standing with the Garda National Immigration Bureau may be jeopardised. Teachers are shown how to record attendance correctly at induction.

## **Illness Policy**

Students must notify the school on the first day of absence due to illness ([dos@berlitz-dublin.ie](mailto:dos@berlitz-dublin.ie)). Absences of two days or more may be excused if the student is able to provide a signed note from a physician. Excused absence is at the discretion of Berlitz College.

Students are not able to make up the classes missed due to general illness.

## **Compassionate Leave**

A leave from studies may be granted in exceptional circumstances (i.e. hospitalization, pregnancy). To apply for compassionate leave students must write a letter to the DOS explaining their reasons for the request. Compassionate leave must be approved by the DOS and a signed letter from a physician may be required for approval.

Students must apply for compassionate leave two weeks before their leave begins, except for situations where this is not possible (i.e. student is unconscious).

Students who are granted compassionate leave need to return to school and complete their program before their current GNIB permission expires. If a student is unable to return to the school following compassionate leave, then an exit letter for the student will be sent to the GNIB.