

Punctuality and Attendance Policy

Recording Attendance

Teachers are provided with a new Class Register list and attendance register every Monday. The list should contain all the names of the students who should be attending their class. If the teacher has a student present in the class that is not listed, they should notify the Academic Manager at the earliest opportunity. Students are expected to arrive to class and return from break on time and only depart the class at the end of the scheduled time. Students who are persistently late for class may be marked as absent for the first period until punctuality improves. Teachers should record the attendance after 15 minutes at the start of class and after the break, at which point any student who has not yet arrived will be marked absent for that period. Teacher's hand-in the Class Register of attendance every day and attendance are recorded daily in a School Management System.

Monitoring Attendance

Every non-EEA visa student who is enrolled on the Academic Year programme is obliged to attend a minimum of 85% of their classes. It is the student's responsibility to attend school on time and to inform the school if they can't attend for some reason. Every four weeks Academic Management will run reports on attendance to identify any students who need to be contacted. Any student who has completed four weeks and whose attendance is below 85% will receive an email warning them to improve. This warning will be recorded. Any student who has completed 6 weeks and whose attendance is below 75% will receive their first formal warning notification and will be reported to GNIB.

First Warning

If a student's attendance rate falls below 85% required, they will be issued with their first formal written warning letter. The students will then be given one month to positively improve their attendance percentage.

Second Warning

If the student fails to bring their attendance up to 85% or fails to improve their attendance, they will be issued with their second formal written warning.

Third & Final Warning & Expulsion

If the student continues to miss classes, they will be issued with their Third and Final warning. In cases where the student is not attending 100% of classes, and does not have the opportunity to reach 85%, the Academic Manager may proceed to issue an expulsion notice. Once an Expulsion notice has been issued the student has five days to submit an appeal in writing to the Academic Manager. Once this appeal period has passed the student will be expelled and notification will be sent to GNIB/ILEP in a monthly return.

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