

Student Absence and Punctuality Policy

Our experience is that student attendance is generally extremely good, with most students having only occasional absences and for valid reasons. Teachers will set a good example and model ideal punctuality.

Our policy is:

- Teachers will welcome students as they arrive for class and use the time to get to know them. They will have the classroom and their material ready and waiting. The class should start bang-on time. Mondays and Fridays present a challenge at 09.20. Every effort should be made to arrive at 09.20 or before.
- Students should attend all classes.
- Students should arrive on time for every class
- A student who wishes to be absent for a short period for a good reason (e.g. a trip home, a medical appointment, family or friends visiting), should inform their teacher in advance.
- Long-stay students may agree a certain number of weeks holiday, and ideally make these arrangements at the time of booking their course. In any case, they should inform the Director of Studies and the Accommodation Officer at least two weeks before they decide to take any holiday periods. The DoS will make adjustments to the database to ensure that class lists are accurate. Unless the period of holiday was negotiated when the student booked their course no refund will be made. By negotiation it may be possible for a student to extend their course in lieu of holiday taken.
- If a student is sick and unable to come to class, they should inform the school before 09:15.
- Where a student is absent without explanation, the teacher should inform the office personnel or the Director of Studies at coffee break. If the student is a junior the teacher is to inform the office personnel or the Director of Studies as soon as they can without unduly disrupting the class (ideally within 15 minutes of the absence being noticed). The office personnel or the DoS will then attempt to contact the student/homestay in order to ascertain that the student is safe. We keep a log in which we record the action taken to discover the whereabouts and well-being of a juniors. Making contact with the student or the hosts becomes a priority and we keep at it until we have an answer. If the student is over 18yrs, then any unexplained absence will be followed-up during the second day, if not earlier.
- If a student arrives more than 10 minutes late for a class, they are given an appropriate worksheet and asked to study in the Library or another designated space. If they are a junior they are told that they are not to leave the building and reception staff briefed.
- Where a student is repeatedly late or absent, the teacher will speak with the student concerned to discover the reasons for the poor attendance. They may attempt to find solutions or refer the matter to the Director of Studies / DSL & Welfare Officer.

- If the poor attendance persists, the student will be informed of the negative impact this may have on the rest of class, their leaving certificate and, if appropriate, how it may affect their visa renewal. In extreme circumstances, they may be advised that if their attendance falls below 80%, they could be asked to leave the school.

These issues are referred to in the Student Handbook

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