

Student Attendance and Punctuality Policy

Attendance Policy

All our students are expected to attend 100% of their course.

- Students MUST tell the school in advance of any absences, which need to be authorised by a member of the school's management team (Operations Manager, Director of Studies or Principal). If you cannot attend, please email dubin@newcollegroup.com or call the school on 01 2301100.
- The school cannot issue a certificate at the end of the course if a student's final attendance is lower than 80%.
- Students with one-to-one lessons need to give 24 hours' notice of cancellation. Students will be charged for non-attendance if 24 hours' notice is not given.

Action will be taken when attendance is below 85%.

If the attendance percentage falls below 85%, the following procedure will be followed:

Step 1- First Warning

If the student's attendance falls below 85%, they are sent a First Warning email by the Director of Studies to notify them that their attendance has fallen below the minimum requirement and to remind them of the school's Attendance Policy. The student's attendance will also be included in the weekly attendance report sent to GNIB if they are a visa required student. It also invites the student to come and speak to the Director of Studies to enable the school to identify and provide support for any welfare issues the student may be having.

Step 2- Second Warning

If the student's attendance continues to be less than 85% and has not improved in the 3 weeks since their first warning, the Director of Studies will send the student a Second Warning. In this warning, the student will be notified that their attendance has failed to improve since their previous warning and should their attendance not improve, they are at risk of expulsion. The student's attendance will also be included in the weekly attendance report sent to GNIB if they are a visa required student. Once again, it invites the student to come and speak to the Director of Studies to enable the school to identify and provide support for any welfare issues the student may be having.

Step 3- Third Warning

If the student's attendance continues to be less than 85% and shows no sign of improvement in the 3 weeks following the Second Warning, then the Director of Studies will send the student a Third

Warning letter and inform the Principal. The student's sponsor will also be copied on this email (if applicable). The student's attendance will also be included in the weekly attendance report sent to GNIB if they are a visa required student. If the student doesn't reply, the Director of Studies will keep trying to contact the student either by email or phone/mobile. This attempt will also be logged on the student's file on the system.

Step 4- Final Warning/ Expulsion (emailed & posted)

If the student's attendance continues to be less than 80 %, and shows no sign of improvement 3 weeks after sending the Third Warning, then the Director of Studies will send the student an expulsion email/ letter. In this letter, the student is notified that they have been expelled from the school and they will not be allowed to attend class until they meet with the Director of Studies. They may appeal the decision within 5 working days in writing and arrange a time to meet with the Director of Studies.

Once these actions have taken place the College's Principal, the student's parent/ guardian, sponsor or agent (if applicable) will be kept updated following the final decision made. GNIB will also be informed.

Students Aged Under 18

If the attendance percentage decreases the Director of Studies will schedule a one to one meeting and will share this information with both the Welfare Officer and Principal. Standard steps will also be followed (1,2,3,4 and 5 below). The student's guardians will be kept informed of all of the steps above. An Under 18 Absence Tracker containing information regarding their attendance has been created as a shared document with the Principal and Welfare Officer.

A monitoring procedure has been established to ensure an efficient safeguarding and welfare support to our students as follows:

Any absences will be reported before or during the first break by teachers.

1. Call/email the student
2. Host family/guardian in Ireland
3. 30 mins later contact parents: call/email
4. If no reply: carry on calling though the day
5. If by 4 pm still no news: involve the authorities.

All this information is entered and shared on the Under 18 Absence Tracker mentioned above.

LATENESS POLICY

Every student is expected to attend all their scheduled classes on time.

Our College takes lateness very seriously both as disruptive to academic progression and lack of respect towards the teacher and classmates.

For all these reasons we have a number of rules and policies in place to ensure our students have all the support to avoid arriving late to their classes.

- Students who arrive to their main classes later than **15 minutes** will not be allowed in class.
- Students who arrive to their skills classes later than **5 minutes** will not be allowed in class.

For non-EEA students on a Stamp 2 visa, please see additional details regarding lateness below.

Non-EEA Stamp 2 Visa Students

Non-EEA students on a Stamp 2 visa are reminded of our Attendance Policy, on their arrival to our College as part of the Induction process. A reminder of the Attendance Policy in relation to INIS regulations set out by the Department of Justice will also be mentioned.

Attendance

There are particular aspects of the Attendance Policy that apply to non-EEA students following INIS regulations:

- Students must maintain an attendance level of 85% or more at all times
- If a student is absent for 25% of their course in their first 6 weeks, the College is obliged to report the student to the INIS and the International Education Providers.
- If a student is not going to achieve 85% by the end of their course, the College is obliged to report the student to INIS and International Education Providers.
- It is not possible to make up the 85% attendance by taking classes during the students holiday period or through adding additional classes to the end of their course.

Holidays

There are certain regulations set out by INIS regarding holidays for non-EEA students:

- Holiday periods must be decided and communicated to NCG at the beginning of the course prior to the student presenting at the immigration office to register for their visa.
- Students must complete 12 weeks of tuition prior to taking holidays.
- Students must complete a minimum of 3 weeks before they can take one week of holidays
- Unscheduled holidays or breaks are only allowed in the case of a medical emergency or family bereavement for which documentation must be provided.
- Holiday periods must cover a period from Monday to Friday of the same week and individual days cannot be taken.

Unauthorised absence

The information below is intended as a guide for staff and students as to how absences will normally be classified. Note that the lists below are not exhaustive and each case will be considered on its merits. The College actively monitors ALL requests for authorised absence.

These requests must be supported by appropriate evidence (doctor's note, travel tickets, appointment confirmations, etc). Such evidence must be provided to the College's reception, who will then take a copy for our records. The copy will be processed and kept confidentially by the Director of Studies. Alternatively, students can send digital copies of the mentioned evidence via email to dublin@newcollegegroup.com directly. If in doubt of their authenticity we will inform the student to provide us with the actual document at their earliest convenience.

The following may be considered reasons for an authorised absence.

- Medical appointments that could not be made outside College hours
- Attendance at a funeral of a close family member
- Severe travel disruption that leaves students with no means of getting to the College by public transport
- GNIB appointments that could not be made outside of the student's scheduled class time (appointment confirmation required)
- Genuine family emergencies
- Family bereavement

- Illness (evidenced by a medical certificate)

The following will normally be considered to be unacceptable as reasons for authorising absence:

- Holidays during term time
- Work related activities
- Leisure activities
- Birthdays or family celebrations
- Religious holidays
- Any activity that does not fall into the acceptable categories mentioned above

Lateness

Like all students at NCG, non-EEA students are expected to attend all their scheduled classes on time. NCG's lateness policy is in line with INIS regulations:

- Students who arrive to their main classes later than **15 minutes** will be marked absent for that class.
- Students can only use the 15-minute grace period in the case of emergencies and cannot occur on a daily or weekly basis. Patterns of lateness are noted by the teacher and the Director of Studies is informed. The student is at risk of being marked absent for classes if they continue to arrive 15 minutes late for class.
- Students who leave their main class earlier than 15 minutes before the end of class, will be marked absent. Students cannot leave the class 15 minutes before the end of class on a daily or weekly basis. Patterns of leaving class early are noted by the teacher and the Director of Studies is informed. The student is at risk of being marked absent for classes if they continue to leave 15 minutes before the end of class.
- Students who arrive to their Skills classes later than **5 minutes** or leave their Intensive class 5 minute before the end of class will be marked absent.