

# Punctuality & 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. Teachers should record the attendance after 15 minutes at the start of class and after the break. If a student is absent for more than 15 minutes they will be marked absent for that period. 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. Teachers hand-in the Class Register of attendance every day and attendance is recorded daily in a School Management System. Teachers must sign, print their name and add a total for the number of students in class each day.

## Monitoring Attendance

Every two weeks Academic Management will run reports on attendance to identify any students who need to be contacted. Any student who has completed 4 weeks and whose attendance is below 85% will receive an email and text message 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 letter and will be reported to GNIB.

## Absenteeism & Expulsion

Every Non-EEA visa student who is enrolled on the Academic Year programme is legally 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.

### First Warning

If a student's attendance rate falls below the minimum level required and they fail to respond to an early warning text and email, they will be issued with their first formal written warning letter. The students will then be given one month to bring their attendance up to 85%. If their attendance is too low to achieve this they must attend in full without absence for that month.

### Second Warning

If the student fails to bring their attendance up to 85% or fails to attend in full they will be issued with their second formal written warning. The student will be required to meet with the Academic Manager who will explain the seriousness of the issue and details may be sent to their agent.

### 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. They will be asked to report to the Managing Director, and their details will be sent to the office of immigration. The student has the right of appeal which must be submitted in person with evidence of appeal conditions to the Managing Director within 14 days of notice.

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