

## Griffith Institute of Language (GIL) Attendance policy

It is College Policy that attendance is taken for all students, students are expected to have full attendance at all times.

### **Non-EU students are required by the GNIB to have a minimum attendance of 85%.**

Attendance is recorded by a daily sign in sheet as well as digital recording. Teachers are required to record the total number of students in class each day.

In the case of absence due to medical illness, students are required to inform the GIL DoS before 9am on the day of absence; students can either email or leave a voice message. Students are also advised to visit a Medical Doctor and to submit a medical certificate to the GIL DoS.

Attendance is closely monitored by the GIL administration team. Any student whose attendance drops below the acceptable level of 85% will be emailed **a first warning letter** with a request for the student to meet with the centre DoS. A record of this will be entered on the student's file. The administrator will monitor the student's attendance over the following two weeks, looking for an improvement. If after two weeks there is no improvement, a second warning letter will be issued and noted on their file. The letter will request the student to meet with the GIL manager. If after a further two weeks there is no improvement, **a third letter** will be issued notifying the student of immediate deregistration and requesting the student to meet with the GIL manager and centre DoS. The student has 5 days to appeal this decision. If the appeal is not undertaken or is unsuccessful, the student will be officially deregistered from the college and be reported to the INIS.

Where a student has 25% or more uncertified absence in the first six weeks of their programme, this will be communicated to INIS.

Where a student cannot make up attendance to a minimum of 85% before the programme ends the student will be informed that they do not meet the attendance requirements and this fact will be communicated to INIS.

Please notes:

- There is no mechanism permitted whereby students can make up an uncertified absence(s) through additional classes, either during or post the end of the programme.
- Please notify your DOS if your GNIB appointment clashes with your English class, bank and PPS appointments can be made outside of class time.
- Medical certificates: If a student is sick, they must notify their DOS that they will be absent due to illness and provide a medical cert either via email or upon their return to school. They will be marked absent from school however the certificate will be noted on their file.

### **Punctuality**

All students are expected to be punctual when attending classes. Lateness is not tolerated as it does not contribute to effective language development and a positive learning experience. It may also cause disruption for the rest of the group. Attendance by students is defined as attending the full-designated tuition hours - i.e. arriving more than 15 minutes late, or leaving before the class has concluded, means the student is marked absent for the class / class segments (ILEP 2022).