



ATC Language Schools

Student Attendance Policy

Introduction:

This policy relates to all students in school, both EEA students and non-EEA students on work/study visas required for the Academic Year Programme. ATC Language Schools monitor and record students' attendance closely and all students are informed of their visa requirements during their first day induction to the school.

Attendance:

- Attendance is taken by the teacher 15 minutes into each lesson every day.
- Students who do not attend for two consecutive days are reported to the Director of Studies in which case the Director of Studies will attempt to contact the student directly.
- Attendance data is recorded every Friday from 2pm by either the Assistant Director of Studies or the Director of Studies.
- The Visa Student Attendance Spreadsheet is updated and maintained by either the ADoS or the DoS on a weekly basis. Attendance percentages for every visa student is recorded and tracked in this document. Please see steps 1, 2 and 3 of ATC Language School's Expulsion Policy for further measures taken.

Punctuality:

- Students will be refused entry to class if they arrive 15 minutes late to lessons. The teacher will note this clearly on the attendance register. In this event they will not be given attendance for this lesson.
- The teacher has the right to refuse entry 5 minutes after the start of the lesson if they feel entry would disrupt the class.

Sick Leave:

- Students are required to inform the Director of Studies via email if they are too sick to attend lessons.
- The student must provide a medical certificate for any sick leave.
- Extended sick leave, either with or without a medical certificate, will be reported to the GNIB.