



ATC Language Schools

Student Absenteeism and Expulsion Policy

Introduction:

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 is taken by teachers at the beginning of every lesson and students who do not attend for two consecutive days are reported to the Director of Studies.

Step one:

The Director of Studies will arrange a meeting with the student to discuss their non-attendance and support them with any issues/concerns they may be having.

If non-attendance persists, the student will be issued with their first written warning which will state their rate of attendance and the importance of regular attendance. Students are informed that they will be reported to INIS should their attendance fail to increase over the coming weeks.

A follow-up meeting to discuss attendance is then scheduled with the student. This meeting will be arranged for two weeks post initial meeting. Students' attendance will be closely monitored within these two weeks.

Step two:

If the student's attendance has improved and has 1) risen to the minimum 85% requirement or 2) is on the increase and student is making a clear effort to attend on a regular basis, no further action will be necessary.

If the student's attendance has not improved or continues to fall, a second written warning is issued with rate of attendance. A third meeting will then be scheduled for the following week.

Again, the student will be informed of the seriousness of non-attending lessons and that they will be reported to INIS should attendance fail to increase by the third meeting.

The Director of Studies will email the student's agency and inform them of their student's non-attendance.

Step three:

If the student's attendance has improved and has 1) risen to the minimum 85% requirement or 2) is on the increase and student is making a clear effort to attend on a regular basis, no further action will be necessary.



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If the student's attendance has not improved or continues to fall, a third and final written warning will be issued, the student will be reported to the office of immigration and the student will be informed that the next step will be expulsion.

Should the student continue to make no visible effort to attend lessons in the week post the third written warning, the Director of Studies will expel the student, informing the office of immigration and the student's agency that every opportunity was given to the student to attend lessons.