

## **Punctuality, Attendance, Absenteeism and Expulsion**

At Babel Academy of English student attendance is monitored closely to ensure that all students are able to maximise their learning opportunities and successfully complete their course. Students are strongly encouraged to attend 100% of classes to ensure successful academic outcomes but a minimum of 85% attendance is required. When students miss a class session, they miss an opportunity for learning. They also cause some disruption for the other students in the class as they will have gaps in their knowledge which are required building blocks for further language development.

### **Punctuality and Attendance**

We monitor the attendance of non-EEA students on Academic Year courses to ensure that they meet the requirements of their student visa as set out by the Department of Justice. **It is a legal obligation for those who have come to Ireland on a student visa to attend a minimum of 85% of the course they have enrolled in.**

It is the student's responsibility to attend classes and inform the school if they are unable to attend for some reason.

Students can request an update on their attendance rate any time by emailing the academic department on [roisin@babelacademy.ie](mailto:roisin@babelacademy.ie)

### Procedure for Recording Attendance

During each class the teacher will manually record student attendance on their class attendance list. Attendance by students is defined as attending the full designated tuition hours. Therefore, arriving more than 15 minutes late or leaving more than 15 minutes early means the student is marked absent for the class or class segments.

Manual attendance sheets are submitted by teachers to the academic department at the end of each week. On a weekly basis, the Academic Manager is responsible for digitally recording attendance on the school data system.

### **Absenteeism – Academic Year Students**

Please note that it is the responsibility of the individual student to ensure that the contact details Babel Academy of English holds are up-to-date.

#### *First Warning Email*

Students who have completed 4 weeks, and whose attendance is below 85% will receive an email as an initial warning for them to improve their attendance rate.

### *Second Warning Email; Notification to INIS*

Any student who has completed 6 weeks, whose attendance is below 75%, will receive a second email warning. An email will be sent to INIS informing them of the student's low attendance rate. This is in accordance with Department of Justice regulations.

The student will be given one month to bring their attendance up to 85%. If their attendance is too low to allow them to bring their attendance up to 85% they must have full attendance for the month.

### *First Warning Letter; Meeting with Academic Manager*

Following the second email warning, if the student fails to bring their attendance up to the minimum level of 85%, or fails to have full attendance for the month, they will be issued with a warning letter.

The first warning letter will outline the student's low attendance rate giving instructions on contacting the Academic Manager to discuss their situation. A student who is issued with this letter must meet with the academic manager before returning to class.

The student must have full attendance for the month. Students who fail to have full attendance for the month will be issued with a second warning letter.

### *Second Warning Letter*

If a student who has been issued their first warning letter fails to have full attendance for the month, they will be issued with their second warning letter.

## **Expulsion**

Students that have received a second warning letter must have 100% attendance for the following month, if they miss any day or part of a class they will be expelled from the school immediately.

## **Absenteeism – Short Term Students**

EEA students or students on a Visa for less than 90 days will also have their attendance recorded. Failure to attend classes will result in your inability to attain the level of English you set out to achieve. If you do not attend a minimum of 85% of classes, you may not receive end-of-course certification.

## **Contact**

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