

Waterford Academy Of Education

Foundation Student Attendance Policy

Introduction and Regulations

The nature of studying a language such as English is that the student who has a casual attitude to attendance will have gaps in their knowledge and will not be able to keep up with the class. Research has shown that there is a strong correlation between attendance and student performance.

The primary responsibility for attendance rests with the student, especially in the case of adult students.

Students whose attendance is erratic or falls below the minimum level required by their visa shall be referred to the Director of Studies.

The right to continue a course of study will be revoked if a satisfactory level of attendance is not achieved. In most cases a student will have no right to a fee refund.

Students are advised to avoid a pattern of missing particular class periods such as the beginning and end of days, weeks and terms.

Teachers keep an attendance register, which is monitored weekly by the Director of Studies.

When a student misses a class for any reason, a note should be provided to the teacher. When the absence is caused by illness or other special circumstances, documentary evidence (e.g. a medical certificate) should be provided to the Director of Studies.

Legislation

For holders of International Study Visas, Irish regulations specify a minimum attendance level of 85% of all activities associated with the course. It is considered a very serious offence not to comply with your visa requirements.

Sick days will be noted separately, but will be marked as non-attendance.

The Waterford Immigration Officer may request attendance records at any time.

WAE is expected to inform immigration when a student's attendance falls below 85%.

Students who seriously infringe this requirement may be deported.

WAE is required to provide Immigration with an accurate and truthful attendance report when a student applies for a visa extension. Students with low attendance will have difficulty getting their study visas renewed.

Employment

According to the terms of Irish study visas, students are permitted to work for up to 20 hours per week, provided that the hours worked do not coincide with their study programme requirements.

WAE Disciplinary Actions in relation to attendance

If a student's weekly attendance falls below the required 85%, the Director of Studies will send the student a letter inviting him / her to attend for interview at a set time.

At this meeting, a **verbal warning** will be issued outlining the corrective actions required.

Failure of a student to attend this meeting will constitute a breach of the regulations and will require additional action.

If a student fails to show any improvement as a result of the verbal warning, he/she will be issued with a **formal written warning**, posted to the address they have provided WAE. If the student has moved and not informed WAE, this constitutes an additional offence and will not be considered an excuse for not complying with the request. A copy of this letter will be placed in the student's file.

If poor levels of attendance continue, a second letter (**a final warning**) will be sent to the student outlining his / her unsatisfactory attendance and his / her failure to make any improvement. The letter invites the student to attend WAE within 48 hours or the process of de-registration will begin.

If the student does not attend this meeting and he/she is on an international student study visa, the Immigration Officer will be informed.