

## Attendance rules for students

If you are on a student visa, you need to attend a minimum of 85% of your lessons.

This is important because:

- It helps you focus fully on your English studies
- It ensures that you do not have visa problems with the Irish Department of Justice
- It allows you to renew your visa if you want to continue your studies in Ireland

Your attendance is recorded by your teacher every day in class and this information is inputted to your student file on the school database.

### Attendance officers

Valeria Dimatteo and Cornelia Green are responsible for all attendance related matters.

Valeria Dimatteo: [attendance@ihdublin.com](mailto:attendance@ihdublin.com)

Cornelia Green: [attendance@ihdublin.com](mailto:attendance@ihdublin.com) / [reception@ihdublin.com](mailto:reception@ihdublin.com)

### Attendance and Covid 19

The school has updated its attendance rules because of the Covid 19 pandemic.

Please note: if you have any common symptoms of Covid 19, you should NOT come to school. Please contact your doctor or the HSE (1850241850) to ask for advice.

The common symptoms of Covid 19 are:

- a fever (high temperature - 38 degrees Celsius or above)
- a cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

It may not be possible for you to attend your class in person for one of the following reasons:

- On your arrival to Ireland, it may be necessary for you to quarantine for 14 days
- If you have a close contact who has tested positive for Covid 19
- If you have symptoms of Covid 19

In any of these situations, you will be required instead to attend classes online.

If it is necessary for you to attend lessons online, please note that you must log on to your class on time and must participate actively in order to be marked present. Students who simply log in and who do not participate will be marked absent.

### Checking your attendance

If you wish to check your attendance at any time, please e mail [attendance@ihdublin.com](mailto:attendance@ihdublin.com) your name and your student number so that we can access your record.

### Staggered timetables

The school has amended its timetables to minimise the number of students entering and leaving the building at any one time.

Our three timetables are:

- |   |                                 |
|---|---------------------------------|
| 1 | 0850 – 10.50 and 11.20 – 13.20  |
| 2 | 09.00 – 11.00 and 11.30 – 13.30 |
| 3 | 0910 – 11.10 and 11.40 – 13.40  |

### Punctuality

If you have a problem arriving for the very start of your lesson, you can enter the classroom up to 15 minutes after the start of your lesson. Please note that that you may not enter your class more than 15 minutes after the start of your lesson

### Absenteeism

We understand that sometimes students have problems and are unable to attend class. However, if you do not have a good reason for your absence, this will affect your attendance and will cause problems for your visa.

There are certain legitimate reasons for absence, including:

#### 1) **Illness**

If you are ill, we understand that you can't come to class. On the first day that you are ill, you must mail reception at [attendance@ihdublin.com/ reception@ihdublin.com](mailto:attendance@ihdublin.com/reception@ihdublin.com). If you do not have access to email, you may text our emergency phone on 0868225543 to inform us that you are ill and that you can't come to school.

On the first day you return to school, please call to reception and provide doctor's certificate covering the dates of your absence. In this situation, your attendance will not be affected.

#### 2) **Bereavement**

##### **Close family member**

In the sad event of the death of a close family member, we understand that you will not be able to attend school. Please mail [reception@ihdublin.com/ attendance@ihdublin.com](mailto:reception@ihdublin.com/attendance@ihdublin.com) or text the emergency phone to inform us of your bereavement.

In the case of an immediate family member's death ( a spouse, a parent, a child, a person in a relationship of domestic dependence including same sex partners, brother or sister, a person

who acted in loco parentis or who was a guardian) 3 days' bereavement leave will be allowed. If a student needs to travel to their country of origin in the circumstance of an immediate family member's death, bereavement leave of up to 10 days' leave will be allowed. Applications for bereavement leave will not be considered without supporting evidence such as flight tickets and death certificates.

An application for bereavement leave form must be completed and reviewed by Cornelia Green (student welfare officer) in order for this leave to be approved.

#### Extended family member

In the event of an extended family member's death (a grandparent, a parent-in-law, a spouse in law) 1 day's leave will be allowed.

No leave is allowed in any other circumstances.

### Important

- Requests must be made by the student in question and not by a third party
- Requests made to staff members other than the student welfare officers will not be considered
- You must contact Cornelia Green by e mail at [reception@ihdublin.com](mailto:reception@ihdublin.com)/  
[attendance@ihdublin.com](mailto:attendance@ihdublin.com) or by texting the emergency phone ( 0868225543)
- Requests made by social media or by any other means will not be considered.

Please note that it is ONLY in these circumstances that your attendance will not be affected. If you do not provide a legitimate reason for your absence, then Cornelia Green will follow the steps below.

### Problems with your attendance

If you can't provide a legitimate reason for your absence, then you will be marked absent for your lesson and your attendance level will reduce. Illness and close family bereavement are the only unscheduled breaks allowed by the Irish Department of Justice.

### Warnings

#### Every week

If your attendance is less than 50% in any one week, you will receive an informal warning from Cornelia Green

#### First warning

Immediately after week 3 of your course

If your attendance is less than 85% immediately following the third week of your course, you will receive an informal warning notifying you of this, so that you may work on improving your attendance and meet the required final minimum attendance of 85%.

### Second warning

Immediately after week 6 of your course

If you have less than 85% attendance immediately after the first 6 weeks of your course, you will receive a written warning to inform you of your current attendance percentage and to advise you of the requirement to attend 85% of your course.

### Third warning

Immediately after week 10 of your course

If you have less than 85% attendance immediately after week 10 of your course, you will receive a written warning to inform you of your current attendance percentage, projected final attendance and to advise you of the requirement to attend 85% of your course. In addition to this GNIB/ INIS will be informed of your attendance percentage.

### At any time

At any time, if your projected final attendance is less than 85%, GNIB/ INIS will be informed of your attendance issues and the expulsion process will be initiated.

### Expulsion process

This may be initiated at any point during your course in the situation where your projected final attendance is less than 85%.

**Week 0 – 1** Your projected attendance is calculated to be less than 85%  
GNIB/ INIS is informed  
You are informed by e mail that you are in danger of being expelled

**Week 1 – 3** You must respond formally, by e mail to [reception@ihdublin.com](mailto:reception@ihdublin.com)/  
[attendance@ihdublin.com](mailto:attendance@ihdublin.com) within 10 working days of receiving this e mail

In your e mail, please include the following:

- Information about any exceptional circumstances which has affected your attendance
- Attach documents such as doctor's certificates/ reports
- The reasons why you believe you should not be expelled

If you wish to discuss your case in person, you may request a meeting with Cornelia Green and Valeria Dimatteo

**Week 4** The final decision to expel you or not will be at the discretion of International House Dublin Director, Mr Padraig Hourigan. This decision will be issued in writing, by email, in week 4 of the expulsion process.

If you are expelled from International House Dublin, you must stop attending classes immediately. If you submit a formal appeal, you may continue to attend classes.

If you accept the reason for expulsion and agree to leave the school, your expulsion is reported to GNIB/ INIS, your agent/ family members and embassy. You will not receive a certificate for your course of study.

No refund of fees, used or unused, will be issued to you.

### Appeals

If you do not accept the reason for your expulsion and do not agree to leave the school, you may appeal the school's decision to expel you.

Appeals must be made in writing to the Chairman of International House Dublin, Mr Donagh Barry at International House Dublin, Block B, The Steelworks, Foley Street, Dublin 1, within 5 working days of receiving notification of expulsion.

The final decision to expel or not will rest with Mr Barry.

### Successful appeals

If your appeal is successful, you may resume your course on the Monday immediately following this decision.

### Unsuccessful appeals

As part of the expulsion process, your expulsion is reported to GNIB/ INIS, your agent/ family members and embassy. You will not receive a certificate for your course of study.

No refund of fees, used or unused, will be issued.

No further appeals will be considered.