

Procedures for I.R. Students in Relation to Attendance

- In addition to the Linguaviva Code of Conduct in relation to Punctuality the following rules also apply for students on the Internationalisation Register.
- All role lists are coded in Linguaviva – i.e. students listed on the I.R. are identified to teachers on their respective role lists.
- If any student is absent for a period of two consecutive days the administration or management department is notified immediately by the teacher. In this case a phone call is made to the student to ascertain the reason for being absent. If a student has been ill a copy of a doctor's certificate is required in order to maintain the existing attendance level.
- At the end of each week each teacher is required to hand in their role sheet to the administration department. All attendance records are then logged in the student database i.e. daily attendance on a week to week basis.
- Every 4 weeks attendance percentages for the I.R. students are calculated and posted on the I.R. Student List which is also posted in the staff room notice board.
- If a student's attendance falls below 85% they are brought in for a meeting with the DOS and one of the school directors. A first verbal warning is then issued and subsequent possible action outlined to the student. The student is advised that they must maintain a minimum 85% attendance at all times. Students who have fallen below 85% have their attendance monitored on a weekly basis.
- If a student then fails to have their attendance records recover above 85% they are brought in for a second meeting where they are then issued with a formal letter (attached). This letter will outline the result of a continued poor attendance. Coupled with this is an email to either a student's parent, agency and or embassy with a copy of the letter and warning of possibly expulsion from the school (example email attached).
- If a student fails to heed both the verbal and written warnings, one last meeting is arranged with the student to ascertain the reason for the failed improvement in attendance. It then at the director's discretion whether to give one final opportunity to the student to improve their attendance to the minimum required level or to expel the student from the school (copy of expulsion letter attached). This letter is also sent to the student's parent, agency and or embassy.
- Upon expulsion from the school or failed contact with a student a letter is immediately sent to Immigration (copy attached) along with a copy of the expulsion letter.