

## KIE Attendance and Holiday Policies

As a school committed to your success we take all of our students' attendance very seriously. Students are expected to attend **100%** of their classes, minimum attendance is **85%**. The GNIB and INIS require all visa students to attend their courses. Students with a record lower than 85% may have problems with a future visa extension / renewal.

### **What you need to do:**

If you are sick	Call the school (672 7122) and tell us in the morning. In order to be excused from any absence due to sickness <b>you must bring a doctor's note on the first day back from your sickness.</b>
If you will miss classes for any other reason, such as a serious personal problem	Speak to the Director of Studies <b>before</b> your absence.

## Attendance Warning Procedure

### **If you are absent without permission or a Doctor's letter you will receive warnings:**

If your attendance falls below <b>85%</b> (without permission or a Doctor's note)	<b>Verbal Warning.</b> A staff member will talk to you. We will keep a record of it.
If your attendance is not over <b>85%</b> since you had a verbal warning OR you miss 5 days in a row (without permission or a Doctor's letter)	<b>1st Written Warning</b> We will give you a warning letter and send this to your agent and parents.
If your attendance is not over <b>85%</b> since you had a 1 <sup>st</sup> Written Warning OR you miss 5 more days in a row (without permission or a Doctor's letter)	<b>2nd Written Warning</b> We will give you a warning letter and send a copy to your agent and parents. This is your last chance to improve.
If you miss 10 days in a row (without permission or a Doctor's letter)	<b>GNIB LETTER</b> We will send a letter to report you to the GNIB. We will also inform your agent and parents.
<b>Final warning</b> – we will talk to you and explain this is your last chance to improve. You must have 100% attendance or you will be <b>expelled</b> from school.	
If you have any further absences	You will be expelled from school. We will immediately inform the GNIB, INIS, and your parent or sponsor. If you have a student visa you will have to leave the country immediately.

## **Punctuality**

Please be on time for class. If you more than 15 minutes late or leave more than 15 minutes early, you will be marked absent.

## **Holidays**

Your holidays are set at the beginning of your course and cannot be changed. If you have a family or other emergency and would like to request to change your holiday weeks, please see the Student Services Manager. All holidays must be taken in accordance with visa regulations.

**I confirm I have read and understand the above KIE Attendance and Holiday Policy:**

**Name**

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**Date & Signature**

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