

Policies and Procedures for Non-EEA Students in Ireland

Standard

- This applies to students attending a course on the Interim List of Eligible Programmes (ILEP) with a minimum duration of 25 weeks of lessons.
- The standard is that all such students are monitored with regard to their attendance and punctuality. All students should meet the minimum attendance requirement of 85% in line with the [ILEP regulations](#).

Responsibility

Centre Manager, Director of Studies, Teachers, Assistant Director of Studies & Admin.

Documents

Attendance Records, Attendance Register, CLASS system.

Procedure

Attendance, Absenteeism and Punctuality

1. Attendance is taken three times daily in all morning classes. The class periods are 09.00 to 11.00 (Teacher 1), the attendance is taken at 9.45 and 10.45. The class period 11.30 to 12.30 (Teacher 2) the attendance is taken at 12.15. Lesson periods are 2-hour sessions, a 30-minute break, and 1-hour sessions.
2. Attendance is taken three times daily in all afternoon academic year classes. The class periods are 1:30 to 3:30 (Teacher 1) and the attendance is taken at 2.15 and 3.15. The class period 4:00 to 5:00 (Teacher 2) the attendance is taken at 4.45. Lesson periods are 2-hour sessions, a 30-minute break, and 1-hour sessions.
3. The Attendance Register are printed by the DOS for each class on Monday morning and arranged according to classroom and building.
4. Students arriving at a class 15 minutes after the class begins are admitted and marked late for this class period and the attendance is not given. Students must remain in their class until the class session ends. If a student leaves the class more than 15 minutes earlier than those times they are retrospectively marked as late on the Attendance Register and the attendance is not given.
5. On weeks where a public holiday occurs all students are marked present on the day of the holiday.
6. At least once a week the Attendance Registers are spot-checked for accuracy.
7. Each teacher is required to write their initial at the end of each day column and write the total number of students. Then they sign off for that week on the Attendance Register.
8. The attendance rate of every student is recorded on the student's database entry in the attendance section, this process is completed during the first half of the following week. The total number of hours per week is 15 and this is entered in the scheduled hours section. A student

absent for one class period has attended 14 hours and this is entered in the actual hours section. The percentage attendance of 93.33% is automatically generated. The average attendance rate is also automatically generated for the entire enrolment.

9. During the first half of the week report called "ECD Student Spreadsheet" is ran by the CM. This report lists all non-EEA students including those on the ILEP register. The report contains the average attendance rate to date for each student. If a student is not at the required rate of 85%, he/she is contacted to ascertain the reason and to remind the student of his/her responsibilities regarding attendance.
10. After the first 6 weeks if a non-EEA student does not have the required attendance rate the first warning letter is sent via email. This letter identifies the current attendance rate and the required attendance rate, and the student is advised that the situation would be reviewed after a further 2 weeks by which point there has to be a significant improvement in the attendance.
11. After 2 weeks have elapsed, and if the student's attendance rate has not reached the required level, a second warning letter is sent to the student. This letter advises that a further review would be conducted after 2 weeks from the date of the letter. If the attendance rate at that point is not at the required minimum, then a final letter will be sent, and relevant authorities will be contacted and advised of the situation. Twin English Centre Dublin will be guided by relevant authorities as to any further action.

Holidays

1. Students attending a course on the ILEP register are entitled to holidays. Students attending these courses will have registered with Twin Dublin for a period of 25 weeks and these classes must be taken in full in a period not exceeding 33 weeks.
2. Holidays cannot be taken until at least 9 weeks of the course have been completed and the attendance rate stands on a minimum of 85%. The following options can be chosen by the student at the enrolment stage of their booking with the college.
 - (i) 6 weeks tuition – between 1- and 2-weeks holidays – 12 weeks tuition – between 1 and 4 weeks holidays – 7 weeks tuition – remaining holidays
 - (ii) 12 weeks tuition – between 1 and 4 weeks holidays – 13 weeks tuition – remaining holidays.
 - (iii) 18 weeks tuition – between 1 and 6 weeks holidays – 7 weeks tuition – remaining holidays.
 - (iv) 25 weeks tuition all holidays to be taken at the end of the course.
3. The college closes for 1 week at Christmas and this week is compulsory holiday periods.

Sick Leave

1. If a student is ill this must be communicated to the CM by e-mail to admin@twinireland.com or by landline to +353 (0) 1 8747 024 and must present a doctor's note to avoid being marked absent.

Students with certified illness for a period of one week can take these classes at the end of their course as far as this does not exceed the visa expiration date.

2. Upon their return to class students must present a current medical certificate.

End of Course Examinations.

3. All students attending courses on the ILEP register pay an examination fee on registration for their course. This fee is set at €120 for a TIE Examination and €225 for IELTS.
4. All students taking a course on the ILEP register must take an examination on completion of their course.
5. The required minimum level for completion of the courses on the ILEP register is as follows and is as determined by the examination identified.
 - Entry Level A1 leading to Exit Level A2+ (TIE)
 - Entry Level A2 leading to Exit Level B1 (TIE); 4.5 (IELTS)
 - Entry Level A2+ leading to Exit Level B1+ (TIE); 5.5 (IELTS)
 - Entry Level B1 leading to Exit Level B2+ (TIE); 6.0 (IELTS)
 - Entry Level B2 leading to Exit Level C1 (TIE); 6.5 (IELTS)
 - Entry Level C1 leading to Exit Level C2 (TIE); 7.5 (IELTS)
6. The results of all examinations which are registered for by the college are recorded.

Definitions

Justified Absence - for incidents such as bereavement or major illness a student may receive a justified absence, in this situation a student is neither given attendance nor are they penalised, in the sense that if they are in a period where they must improve attendance, this absence will not count against them. If they wish to recover the attendance for this period they must provide documents, such as a death certificate. If these documents are not produced then the attendance is recorded for the days in class only at the end of the course.

Any absence on medical grounds must be accompanied by a medical cert issued by a *medical practitioner*. If a student is sick for a day without a medical certificate then they are marked as absent.

A letter from a therapist stating that a student has depression will not recover attendance. Any mental health issues must be reported by a *licenced/registered health professional* and state for what



period the student is to be excused from class. Students suffering such issues should visit a GP to get a referral.

Bad weather, bus delays or other such incidents do not excuse absence or late arrival.

If students are going back to their home countries, they'll have to request a holiday first to go there to see the doctor. If there is a serious illness and they're staying longer then that's a case by case basis.

"Irish" in the sense that a student in Dublin can't produce a cert from a doctor in Brazil excusing a few days off.

"Medical practitioner" in that certs from therapists do not count.