

Policies and Procedures for Non-EEA Students

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%.

Responsibility

Beth O'Shea (Ireland Director), Mick Leonard (College Manager), Róisín Foley (Director of Studies), Teachers.

Documents

Attendance Records, Class Logbook, CLASS

Procedure

Attendance, Absenteeism and Punctuality

1. Attendance is taken twice daily in all morning classes. The class periods are 09.00 to 10.50 (Teacher 1) and 11.10 to 13.00 (Teacher 2). At 09.15 and again at 11.25 the teacher finalises the list of students present in the class in the appropriate section of the class Logbook. Lesson periods are 55 minutes so the total number of lessons per week is 20 with a total teacher contact time of 18 hours and 20 minutes.
2. Attendance is taken twice daily in all afternoon academic year classes. The class periods are 1:45 to 3:15 (Teacher 1) and 3:30 to 5.00 (Teacher 2). At 2:00 and again at 3:45 the teacher finalises the list of students present in the class in the appropriate section of the class Logbook. Lesson periods are 45 minutes so the total number of lessons per week is 20 with a total teacher contact time of 15 hours.
3. The Attendance Register for each class is printed on Monday morning and arranged according to classroom and building.
4. The CM ensures that each class is visited during each class period and the attendance of students therein is recorded on the Attendance Register.
3. Each morning the CM checks these lists with reference to unexplained absences among the students. Any student who is absent without explanation is contacted either by phone or text, or if not possible by contacting their host family where applicable. An explanation for the absence is sought. If a student cannot be contacted then an e-mail is sent or in cases where a genuine worry exists the student's agent or family is contacted.

4. Students arriving to a class 15 minutes after it begins are admitted only at the discretion of the DOS. Even if admitted the student is marked absent for this class period (ie, 2 x 55-minute lessons). Each class period constitutes 10% of the total attendance requirement for that week. On weeks where a public holiday occurs all students are marked present on the day of the holiday. Students must remain in their class until the class periods ends. If a student leaves the class more than 15 minutes earlier than those times they are retrospectively marked as absent on the Logbook and Attendance Register.
5. During the second class on Friday the Attendance Registers are checked for accuracy and a class teacher signs off on the attendance for that week on the Attendance Register.
6. The attendance rate of every student is recorded on the student's database entry in the attendance section each Friday afternoon. The total number of lessons per week is 20 lessons and this is entered in the scheduled hours section. A student absent for one class period has attended 18 lessons and this is entered in the actual hours section. The percentage attendance of 90% is automatically generated. Students can therefore attend between 0 and 100% of the weekly lessons at intervals of 10 percentage points. The average attendance rate is also automatically generated for the entire enrolment.
7. Every Monday the College Manager runs a report called "Long Term Attendance Check". 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 interviewed by the College Manager to ascertain the reason and to remind the student of his/her responsibilities regarding attendance. The date and content of this interview is recorded on the student's entry on the database. After 4 weeks have elapsed, and if the student's attendance rate has not reached the required level, a letter of warning is given to the student. 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 4 weeks by which point the rate should be at the required level. All letters regarding attendance are printed, signed by the College Manager and the student, one copy is retained by the student and the other copy is filed in the College Manager's office. Following this period of 4 weeks, if the attendance rate is not at a minimum of 85% a second letter is issued. This letter advises that a further review would be conducted after 4 weeks from the date of the letter. If the attendance rate at that point is not at the required minimum then INIS would be contacted and advised of the situation. Twin English Centre Dublin will be guided by INIS 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 12 weeks of the course has been completed. 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. Once agreed the holiday dates and tuition dates are entered on the student's entry on the database and cannot be altered. The holiday and tuition dates will be identified on the registration letter for GNIB. The only authorised signatories for this letter are Beth O'Shea and Mick Leonard.
4. The college closes for 2 weeks at Christmas and these two weeks are compulsory holiday periods.

Sick Leave

1. If a student is ill this must be communicated to the College Manager by e-mail to admin@twinireland.com, by text to 086 735 0886 or by landline to 87 47 024. Failure to do so will result in the student marked absent for the class. On return to the college students 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.

End of Course Examinations

2. All students attending courses on the ILEP register pay an examination fee on registration for their course. This fee is set at €115 for a TIE Examination, €195 for a Cambridge Examination and €215 for an IELTS Examination.



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3. All students taking a course on the ILEP register must sign an agreement to take an examination on completion of their course. This agreement is signed by the student and the DOS and a copy retained by the student and by the DOS.
4. 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); Cambridge PET
 - Entry Level B1 leading to Exit Level B2+ (TIE); 6.0 (IELTS); Cambridge FCE
 - Entry Level B2 leading to Exit Level C1 (TIE); 6.5 (IELTS); Cambridge CAE
 - Entry Level C1 leading to Exit Level C2 (TIE); 7.5 (IELTS)
5. The results of all examinations which are registered for by the college are recorded.