



Attendance Policy

RATIONALE

'We are committed to putting the students at the centre of their learning and engaging students in a visible process to build their learning skills, cultural awareness and their language skills. By building their learning skills students attain a lifelong benefit, enabling them to take advantage of all learning opportunities they encounter, both in and out of the classroom, and as a result progress more quickly.' - The EC Educational Philosophy.

At EC, we believe in supporting learners to develop the skills and language they need to be successful both in and out of the classroom. We understand that attendance correlates with motivation and engagement, and that these are directly connected to student progression. For this reason, our attendance policies and procedures, work alongside our progress and assessment policies, helping us to monitor our learners' absences so that we can identify and students in need of support and ensure they get the support they need when they need it so that they can continue progressing.

For this policy we will use the following terminology:

- A lesson is each 90 min section
- Class is the group of students

POLICY ON PUNCTUALITY AND LEAVING DURING CLASS TIME

Students are expected to come to class on time.

If students come between 5 and 15 minutes late, they will be marked 'Late' and if they are late more than 3 times in a week this will count as one absence.

If they are more than 15 minutes late, they will be asked to wait for the next class as entering a lesson late disrupts the rest of the students. They can use the self-study room. They will be marked 'Absent' for that lesson.

If students leave the classroom for more than 15 minutes, they will be marked 'Absent' for the appropriate lesson(s) unless given permission by the DoS or Centre Director.

EXCUSED ABSENCES

Sponsored students are those whose course is being financed by their or their government. Occasionally a sponsored student is required to meet with their sponsor. On these occasions their absence can be excused if they bring their correspondence to the DoS office.

Students can also request excused absences on religious grounds. For example, Muslim students may be excused from Special Focus Classes for Friday Prayers, as long as they maintain 85% attendance, and this has been approved by the sponsor.

- Excused absences can only be approved by the Directors of Studies or Centre Managers/Directors. Permission must be sought for in advance.
- Excused absences are counted as absent for the INIS attendance requirements.
- Excused absences are counted as absences for the EC Certificate.

Policy	P AC 2	Dublin Attendance Policy 2023	v3	GAD	18/03/2026
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RECORDING ATTENDANCE

All teachers must record attendance through the link on MyEC, for every lesson.

- All teachers need to have their ecenglish.com email addresses
- Teachers use their work email as their log-in and enter their password when requested.
- This will then show them only their classes for that day or previous days of that week. This means they can only change their own classes and cannot accidentally change any other classes.
- They choose either P (present), L (Late) or A (Absent) from drop-down menu
- Once attendance is entered, they must press UPDATE ATTENDANCE

If a teacher is being covered, they should be assigned to the class on Konnect so they can update attendance.

ATTENDANCE WARNING PROCEDURE

The following actions can be internally triggered by low attendance of sustained absences.

All Students:	
If attendance falls below 85% (without permission and a letter) OR 5 days in a row are missed (without permission and a letter).	Verbal Warning, followed up by an email to the student.
If attendance does not improve after 2 weeks OR 5 days in a row are missed (without permission and a letter).	1st Written Warning. A formal letter also sent to the agent and parents (if appropriate).
If attendance does not improve after 2 weeks OR 5 days in a row are missed (without permission and a letter).	2nd Written Warning A formal letter also sent to the agent and parents (if appropriate).
Final Warning – A meeting with Director of Studies where students are informed they must try to maintain 100% attendance until their attendance is above 85% or risk expulsion from school. The student is required to sign the final warning letter detailing the agreed actions.	
Further absences.	Expulsion. Parents, and agent informed (as appropriate).

Non-EEA visa students only:	
Further absences.	Expulsion. Parents, and agent informed (as appropriate). GNIB informed and student informed they have to leave the country.
In addition to the above attendance warnings, non-EEA visa students will be reported to the GNIB in the following circumstances: <ul style="list-style-type: none"> • If you miss 10 days in a row (without permission and a letter) • If attendance falls to 75% or less in the first six weeks of course • If after following the above attendance warnings, attendance of 85% cannot be achieved by the end of your course. 	



In addition to the below warning procedure, students are required to maintain attendance over 75% in the first 6 weeks of their course. Students whose attendance falls below this percentage will be contacted by the school to explain their absence, and GNIB/INIS will be contacted immediately.

SICKNESS

- Absences due to illness will follow the Sick Leave Policy.
- Documented medical or exceptional circumstances will be considered in line with ISD guidelines. The purpose of this Sick Leave Policy is to ensure that EC Dublin maintains clear, fair, and consistent procedures for managing student absences resulting from illness or injury. The policy supports student welfare and effective attendance monitoring, while ensuring compliance with Irish Immigration Service Delivery (ISD) requirements, safeguarding responsibilities, and TrustEd Ireland standards. The policy is communicated to all students during the enrolment and induction process. <https://www.irishimmigration.ie/immigration-service-delivery-isd-online-terms-and-conditions/>
- Bereavement-related travel may allow for course adjustments.

BEREAVEMENT

If a student must return home due to a family bereavement, their session break / holiday may be changed in accordance to GNIB rules.

ATTENDANCE CALCULATION

Attendance is calculated by assuming that students will attend all modules they have been assigned to. Therefore, a student commences with 100% attendance.

If a student is absent for any given module they are marked as absent, and the percentage decreases based on how many modules were missed from start of course till current date.

In the example below Student X booked a 7 week course from 1st January till 19th February. They missed 2 modules in weeks 1, 5, 6 and 7 so missed 8 modules in total. Their attendance each week is calculated as follows. Their Accumulated Attendance to date shows on Konnect and MyEC.

Week Starting	Assign Modules	Attended Modules	Missed Modules	Weekly Absence to date	Accumulated Absence	Accumulated Attendance to Date
1-Jan	18	16	2	11.11%	11.11%	88.89%
8-Jan	20	20	0	0.00%	5.26%	94.74%
15-Jan	20	20	0	0.00%	3.45%	96.55%
22-Jan	20	20	0	0.00%	2.56%	97.44%
29-Jan	20	18	2	10.00%	4.08%	95.92%
5-Feb	20	18	2	10.00%	5.08%	94.92%
12-Feb	20	18	2	10.00%	5.80%	94.20%
Final	138	130	8	5.80%	5.80%	94.20%