

ABBEYLEIX FURTHER EDUCATION AND TRAINING CENTRE ATTENDANCE POLICY

The following are conditions for participation on all programmes in this Centre.

Every course requires a full commitment to attend all parts of the course on offer fully and punctually. Any learner unable to fulfil this commitment may be required to leave the course.

- Full attendance is necessary for the highest level of success which a learner can obtain within the Centre.
- Full attendance means attending all timetabled classes either in the Centre or remotely.
- It is obligatory for all learners to sign in and out of the Centre each day. Attendance sheets will be made available in each classroom. You must use your own pen for signing in and out.
- Learners unable to attend the Centre during normal timetabled classes must notify the Course Co-ordinator or Centre Manager and the teacher of their timetabled subjects for that day, at the earliest opportunity to explain their absence.
- In the event of illness of more than two consecutive days, a Medical Certificate must be furnished within two working days. In the event of a learner caring for a sick dependent, a medical certificate must be presented. *For any Covid-19, illness/suspected illness please refer to HSE guidelines.*
- Where personal appointments have been **unavoidably** pre-arranged for during timetabled class hours, learners are required to inform their respective teachers/tutors well in advance and provide documentary evidence.
- **For unauthorised absences where the required notice and explanation (or medical certificate as the case may be) has not been provided as set out above, the following procedure will apply: 1. Verbal warning by class teacher/tutor 2. A written/verbal warning will be issued by the Course co-ordinator 3. Further infringements will be referred to the Centre Manager. If, following such warnings, a learner is absent without providing the required notice and explanation or certification, their place on the course will be subject to review.**
- All teachers/tutors take a roll call at the beginning of each class (face-to-face and remote classes) which is checked against the attendance sheet. Continued lateness will result in a verbal warning.
- Learners must sit all in-house, state examinations, online exams and class tests throughout the year.
- All VTOS students must attend all face-to-face and online classes until the last day of third term.