

**ABBEYLEIX FURTHER EDUCATION AND TRAINING CENTRE
ATTENDANCE POLICY 2023-2024**

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.
- 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.
- 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.