



Attendance Policy

Greenhills Community College Further Education

Attendance

Experience has shown that there is a direct relationship between a student's attendance, punctuality and commitment to a course and the level of achievement at the end. The Greenhills College attendance policy advocates regular and punctual presentation at the College by all students.

Students should liaise directly with their Course Tutor on all matters relating to attendance.

1. All students are required to attend regularly and punctually and to be in their scheduled rooms at the appointed times. All classes are compulsory unless an exemption has been granted.
2. All students are required to clock in before classes and clock out before they leave the College.
3. Late attendance and absence are normally acceptable only in the case of personal illness (certified) or family bereavement. All other explanations/excuses are accepted at the discretion of the Course Tutor. Medical/dental or other appointments should take place outside of the course timetable.
4. Lateness – any time after the commencement of a class is considered as a half day absent.
5. All absences should be explained. If a student is late or absent, the onus is on that student to have the class Attendance Register amended by presenting the Course Tutor with an acceptable reason, i.e., an excused absence.
6. If absent, a student should phone the College and leave a message for their Course Tutor by 9.30 a.m.
7. An absence of five consecutive days, without notifying the College, is viewed as the student having voluntarily left the course. A request for re-admission must be made directly to the College Principal.
8. An accumulation of 15 days unexcused lates/absences leads to disciplinary action by the College.
9. Students residing a distance from the College should ensure that their travel arrangements are both regular and punctual.
10. Students should notify the College authorities of any disability e.g., dyslexia, and any medical conditions e.g., asthma, etc. at the start of the course.
11. Students should notify the College authorities of any notifiable or contagious diseases to which they may have been exposed. Should a student suffer from a contagious disease, she/he may be required to produce medical evidence of it and/or a certified medical "all clear" before returning to College.