



Holiday & Absence Policy for ILEP students.

Authorised absences

Please note that only the below instances are considered authorised absences:

- 1 Sickness which requires a visit to your doctor
- 2 Sickness which requires a visit to the hospital
- 3 Visits to the police (Gardai)
- 4 Appointments at the visa/immigration office
- 5 Visits to your Embassy

To have any of the above authorised you must provide written evidence. e.g. doctor's note, appointment letter, letter from the Embassy etc.

Your written evidence must be given to reception or emailed to admissions@theenglishacademy.ie, who will pass it to the relevant member of the staff on your behalf.

Absence due to illness

A day taken off due to sickness will not be authorised without a doctor's note. A doctor's note is required even for 1 day's absence. You must email the school Administrator on your first day of absence detailing the reasons for your absence. Email admissions@theenglishacademy.ie

For the sake of clarity please note your course is not extended for authorized absences. In other words you do not get extra classes to make up for any absences due to the above.

Implications of poor attendance

If your attendance falls below 85% **The English Academy** has a **4 Stage Disciplinary Procedure**:

Stage 1: Student will receive a verbal warning (after 3 days absence)

Stage 2: Student will receive their first formal written warning (after 5 days absence)

Stage 3: Student will receive their second formal written warning (after 8 days absence)

Stage 4: Student will be asked to leave the school (after 11 days absence)

You will have 2 weeks after Stage 1, 2 or 3 to make a marked improvement in your attendance before stage 4 is implemented.

Unauthorised absences and your visa

Please note that as per INIS & GNIB regulations, **The English Academy** must report any student who misses 10 days without contacting the school

Absence due to special circumstances

If you need time off due to extenuating (special) circumstances, you can make an appointment with one of the Directors or the Centre Manager to discuss the matter.

Holiday Entitlement

Students on a course for less than 25 weeks have no personal holiday allowance.

Students on an academic year course get 12 weeks of personal holiday allowance after 26 weeks of study. You may not take any holidays in advance unless you have applied for it in advance using the holiday request form (available in reception) and it has been approved by the School Director. Any Holiday request must comply with regulations laid down by INIS for the administration of ILEP programmes.

1 ó 25 weeks course	No personal holiday allowance
38 week course	12 week personal holiday allowance

To apply for a holiday you must use the holiday request form or email the school administrator on admissions@theenglishacademy.ie.

All students have a school holiday for 2 weeks over the Christmas period and 8 national bank holidays.

Maternity Leave

Students are entitled to 4 weeks for maternity. This is counted as holiday and those missed weeks can be added onto the end of your course.

To apply for maternity leave we need a medical note which confirms that the student is pregnant. This note must be given to the Centre Manager or Principal.

Absence due to childcare

Please note that if a student takes time off to look after their child or works as an aupair caring for other children, this is not considered an authorised absence.

Please remember!

It is considered polite to let your teacher know in advance (where possible) that you will be absent from class for whatever reason. Remember,

this does not authorise your absence, to be granted an authorised absence you must follow the procedure detailed above.