

- Students who are unwell and cannot attend classes are required to contact the Operations team at [attendance@ucdela.com](mailto:attendance@ucdela.com) on the first day of sickness.
- UCD ELA will keep a record of student attendance and document absences.
- A medical certificate may be requested by UCD ELA in cases of extended sick leave (more than two consecutive days).
- A designated UCD ELA Welfare Officer (Operations team member) is available to assist students regarding medical services.

### Non EU students (or ILEP students):

- The student must contact the Operations team on the first day of absence due to illness.
- The student must contact the designated member of staff on each subsequent day of sickness.
- A valid medical certificate must be submitted by/upon the first day of return to the school. Please note this must be in English.
- The certificate will be kept in the school attendance records for the student (in compliance with current GDPR regulations).
- Uncertified sick leave will be recorded as absence and will impact upon a student's attendance record.
- Covid regulations/restrictions in Ireland - [general HSE guidelines](#).

Students must notify the Operations team [attendance@ucdela.com](mailto:attendance@ucdela.com) on the first and subsequent day of every illness leave.

In cases where students take uncertified leave; two consecutive days or for a second instance within 1 calendar month, this will trigger a meeting with the Operations team to discuss the situation and remind the student of their responsibilities. The Operations team will do its best to ensure student welfare is at the heart of whatever we do and endeavour to assist as best we can.

- **If learners' attendance falls below 85%, they will be alerted promptly.**
- **If learners are able to raise their attendance by regular attendance, they will be issued a written warning. This alert will be saved in their file.**
- **If learners fall below 85% attendance and will not be able to make up the difference through regular attendance, they will be notified in writing. This alert will be saved in their file. In these circumstances, the school will additionally notify the GNIB / INIS of the situation (Non-EU students) .In this regard, UCD ELA will act in accordance with GNIB / INIS intentions. Please keep in mind that UCD ELA may be forced to take actions ranging from suspension to expulsion.**

Any absence, whether or not supported by a letter from a medical authority, will be recorded in the student file. In these situations, it is the student's responsibility to submit the necessary evidence to GNIB / INIS throughout the course of your reapplication (visa renewal). GNIB will be notified in cases when a student's recorded absence has caused them to drop below 85% attendance. Again, it will be the student's duty to present appropriate documents.

**Note:** The learner is in charge of making sure they are attending classes regularly and meeting their visa requirements.

**Note:** Students may not make up time for sessions missed/late by attending “extra lessons”. Supplementary tuition **will not** be provided.

**Note:** Requesting that an employee of UCD ELA **alters ( changes)** your attendance in order to meet minimum attendance requirement is an offence and immigration will be contacted immediately.

### **Serious illness of a family member**

In the unfortunate event that an immediate family member falls seriously ill, please follow the procedure below:

Either email [attendance@ucdela.com](mailto:attendance@ucdela.com)

Or call the UCD ELA directly – 01 211 8579

Emergency phone number (outside office hours only): **+353 87 232 2685**

The student welfare office will consider your application and decide appropriate leave (if any) for your particular situation, depending on the nature of the illness and relationship between you and the affected party.

In such cases, ELA might permit absence or allow the student to ‘freeze’ or suspend their course for an agreed period. In such cases you would not be marked absent or lose tuition.

ELA reserves the right to contact INIS/GNIB to notify them of the situation in these cases.

#### **Please note:**

ELA will only accept applications directly from the student affected. This means that we will not discuss your situation with spouse/family members/friends or other parties.

You must provide some evidence of the family member’s illness.

You must follow the procedure above in all cases.

### **Bereavement**

In the unfortunate event of the death of a close family member, please follow the procedure below:

Either email [attendance@ucdela.com](mailto:attendance@ucdela.com)

Or call the UCD ELA directly – 01 211 8579

Emergency phone number (outside office hours only): **+353 87 232 2685**

The student welfare office will assist you once your message is received.

Bereavement leave is as follows:

## Illness and Absence



For an immediate family member (defined as spouse, parent, child, partner, sibling, legal guardian)

3 days' bereavement leave will be allowed by default unless personal circumstances (like geographical distance to home country) are presented. UCD ELA will endeavour to assist students on a case-by-case basis.

For an extended family member's death (a grandparent, parent-in-law, sibling-in-law) 1 days' leave will be allowed.

***Please note:***

No leave is allowed in any other circumstances.

ELA will only accept applications directly from the student affected. This means that we will not discuss your situation with spouse/family members/friends or other parties.

You must follow the procedure above in all cases.

ELA reserves the right to contact INIS/GNIB to notify them of the situation in these cases.

The nominated UCD ELA staff member for sick or other leave issues is the designated **Attendance Officer - Magda Wasiuta**.