

Absenteeism and Punctuality

Uncertified absenteeism is considered a breach of the learner code of conduct of Progressive College. It demonstrates a wilful neglect of the learning process and as such is subject to the academic misconduct procedure. The steps below set out the criteria whereby a learner may be subject to disciplinary action as a result of continued and persistent uncertified absenteeism. It is also essential that learners are punctual when arriving to class. Any learner arriving more than 15 minutes late for a class or class segment will be marked absent for that period. Please refer to the published policy on attendance for more details.

Process for dealing with Absenteeism

Progressive College advises students as follows:

1. Any uncertified absence of 3 days either consecutively or within a given week requires the College to contact the student and warn them as to their attendance. This is the responsibility of the Programme Director/Year Head.
2. The disciplinary procedure (from Academic Misconduct Procedure) is to be invoked when a learner has 25% uncertified absence over any given period of 6 weeks in duration. It is the responsibility of the Programme Director to initiate proceedings.
3. Upon the outcome of the disciplinary hearing, the attendance of the learner is reported to the GNIB and INIS. The reporting of this is the responsibility of the Visa Officer.
4. Where the 25% uncertified absence occurs in the first six weeks of the programme GNIB and INIS will be informed
5. In line with City College's Quality Assurance policy, all records pertaining to formal correspondence in respect of disciplinary action will be retained for a minimum of two years.