

Attendance and Discipline Policy



Attendance

This procedure may vary according to the circumstances of each student. Every step of this process is recorded and hard copies of all letters are forwarded to Attendance Officer to be placed on the student file.

Discipline

Classroom problems are reported to the Centre Academic Manager.

- The Centre Academic Manager will interview the student
- The Centre Academic Manager may recommend the Student Welfare Manager to contact agent

First contact

The student is considered to be at risk Level 1

- The Attendance Officer will contact the student by text or email and inform them that their attendance is unsatisfactory.
- Students will be monitored for no more than three weeks
- There will be no repeat cycles

First warning

The student is considered to be at risk Level 2

- Students who are not making progress after First Contact will be recommended for First Formal Warning
- The Centre Academic Manager interviews the student
- 1st warning letters will be given
- The student will report daily if required to the Centre Academic Manager
- Students will remain on first warning for no more than three weeks
- There will be no repeat cycles

Attendance and Discipline Policy



Second warning

The student is considered to be at risk Level 3

- Students who are not making progress on 1st Warning will be recommended for Second Formal Warning
- The student will be interviewed by the Centre Academic Manager
- The Contract of Commitment is signed
- The student will remain on Contract of Commitment for no more than three weeks
- There will be no repeat cycles

Suspension or expulsion

- A student who is not making progress on 2nd Warning will be recommended to the Embassy English Auckland Disciplinary Committee
- The student is to be given 24 hours' notice of the meeting
- The student will be informed that an advocate and interpreter can be present at the meeting
- The student will be informed in writing of the result of the meeting
- If the student is expelled the student will be told that Immigration New Zealand will be informed and the study visa revoked