



# ICHAS

## Section 8 - Student Supports

<b>Subject:</b>	Procedures associated with Monitoring Attendance and Participation in Studies		
<i>Date Approved by Board of Directors:</i>			<b>July 2019</b>
Policy Version	1/2019	Date due for Revision	February 2024
Parent Policy	Policy on Monitoring Attendance and participation in studies		

### INTRODUCTION

Monitoring attendance and participation is understood as a supportive activity to enhance learning opportunities for learners. The college actively encourages participation and engagement in learning but will take action against a learner who does not engage through an “escalation” process, as set out in the procedures for monitoring Attendance and participation. Generally speaking, it would be expected that the first phase of the process would be sufficient in most instances to remedy non-attendance. but the process is applied in full where attendance does not improve. In extreme cases the College may require a student to withdraw. Normally, where a learner is required to withdraw from the College, they will not be readmitted to the same programme of study, or to a cognate programme, without the approval of the Vice President (Academic Affairs).

### RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Student	To attend according to the Programme requirements
Lecturer	To record attendance
Programme co-ordinator	To maintain attendance records and provide these records to the Registrar
Registrar	To monitor and highlight any attendance issues to appropriate faculty
Vice President of Academic Affairs	To oversee procedures pertaining to attendance

## PROCEDURES

The following procedures relate to monitoring attendance and participation.

- Learners are advised at Induction and periodically thereafter that the College's expectation is that there will be full attendance unless and except in instances where Personal Extenuating or Mitigating Circumstances are deemed to apply and absences are approved by the College.
- Learners are advised that they must arrive on time for classes and remain for the duration of the session.
- Learners and Lecturers are advised that Monitoring of Class attendance is primarily through the use of Learner Attendance Registers.
- Each lecturer is expected to monitor class attendance through ensuring completion of the Learner Attendance Register for each scheduled class.
- For *in corporeal* classes students in attendance are required to sign the Attendance Register and Lecturers are expected to indicate attendance for those engaged through Adobe Connect
- Attendance Registers are completed and returned to the Registrar's Office following each class.
- Any falsification of learner attendance i.e. signing in a fellow learner that is absent is considered a disciplinary offence and is treated as such.
- Attendance records are retained for the duration of the learner's studies plus one year.
- Unless otherwise defined by (Professional Statutory Regulatory Body (PSRB) requirements, unsatisfactory attendance is deemed to be when a student does not attend any scheduled sessions for a period of seven consecutive days and does not have valid reasons for non-attendance.
- Unsatisfactory attendance actions are triggered in such circumstances or in cases of persistent lateness or disruptive behaviour in class.

Where it is identified that attendance is unsatisfactory, the following actions are taken:

- After 7 consecutive days of non-attendance, the Programme Co-ordinator contacts the student by email (sent to their institutional email address) to advise them of the trigger point, and to request they make contact with the Registrar's Office to explain the absence.
- If the student does not recommence attending and does not satisfactorily explain their absence, after a further 7 days of consecutive non-attendance (14 days in total) a further email is sent requiring the student to make contact with their Programme Director.
- An explanation for their unsatisfactory attendance is sought and information and advice regarding support services are provided.
- After a further 7 days of consecutive non-attendance (21 days in total), if the student fails to contact their Programme Director and/or fails to recommence attending, the student is required to attend a meeting with the Programme Director to discuss how

their attendance can be improved and to identify any further support that may be required.

- After a further 7 days of consecutive non-attendance (28 days in total), and where the student has failed to engage with their Programme Director, the case is escalated to the relevant Director of Studies.
- If this is the first occasion of unsatisfactory attendance, the relevant Director of Studies may issue the student with a written letter of warning.
- If the student consistently fails to maintain satisfactory attendance levels and does not engage with the processes outlined above, the student has to be notified in writing that the matter is going to be referred to the Disciplinary Committee (see Terms of Reference Section 2)
- If the student is being funded by a sponsor, including an employer, college has to inform the sponsor about the ongoing unsatisfactory attendance.
- Persistent or repeated unsatisfactory attendance and non-engagement with the above processes can result in the student being removed from their programme of study.
- Where a student is withdrawn from their course due to unsatisfactory attendance, they can appeal via the Policy on Appeals and Procedures associated with Appeals.

#### Potential Sanctions for Attendance Issues

The following sanctions can be applied by the Disciplinary Committee

- A remedial plan e agreed with the student
- In modules where attendance is a specified requirement the appropriate marking and grading sanction will apply
- Temporary Suspension from the programme
- Expulsion from the College

#### Linked Policies and Procedures

<b>Linked Policies</b>	Policy on Monitoring Attendance and Participation in Studies
<b>Linked Procedures</b>	