
Attendance Policy

Mallow College
of Further
Education

Attendance Policy

1 - Introduction – Why is this Policy Necessary?

The Student Attendance Policy has been developed as part of Mallow College of Further Education's commitment to providing a supportive learning environment which enables all students who have chosen to study with the College to achieve their full potential.

Attendance is a key component in student retention, progression, achievement and employability.

Regular attendance and academic achievement are closely linked.

Students who actively participate in their learning by attending classes regularly are more likely to:

- (i) Enjoy a rewarding experience in which their knowledge, skills and abilities are developed
- (ii) Successfully complete their course
- (iii) Achieve better results

Mallow College of Further Education expects all of our students to have full attendance in order to successfully complete their course. Attendance which falls below 75%, where there are no extenuating circumstances, is unacceptable.

2 - Objectives of Policy

The objectives of this policy are to establish guidelines for the attendance of classes and lectures in the College. It is to encourage compliance and to lay out a roadmap for students and staff to follow when implementing the policy.

3 - Who will be involved?

This policy will involve the student body and staff.

4 - Strategy & Implementation

Attendance policy

1. Students are required to give a commitment to full attendance at their course.
2. Failure to attend classes on a regular basis can result in the loss of important information and this generally affects overall achievement.
3. Students must arrive at the start of the class properly equipped and prepared for the lesson.
4. Students are expected to stay for the duration of the lesson.
5. A daily record of attendance is recorded on VS Ware.
6. Any period of absence of 3 days or more must be supported by documentation.
7. Students must explain any absences/lateness to their course coordinator in advance of, or as soon as possible after the event. Where lateness occurs, students are expected to enter the room quietly and cause as little disruption as possible.
8. Students must always schedule medical and other appointments out of college hours where possible.
9. Students should inform themselves of the materials covered in class during any absences including work missed, details of assessment and class/college administration.
10. For some classes, e.g. in salon/woodwork room practical's, students may not be permitted to enter if late for health and safety reasons.
11. Unauthorised absenteeism will affect students who are in receipt of Susi or VTOS funding. A 75% attendance per month is the minimum requirement for all students in receipt of funding. Students who fail to achieve this standard may have their funding refused.
12. Students will only be permitted to go on work experience if attendance at timetabled classes is deemed satisfactory. Attendance at work experience is monitored, and any absenteeism needs to be notified to the employer and the College.
13. Student's class attendance record may effect places on additional programmes such as Erasmus, Entrepreneurship, etc.
14. A student whose attendance is not satisfactory, and who has been made aware of this fact by a representative of the college may be asked to appear before the College Attendance Board.

15. Students are also required to reference links between the college attendance policy and the CETB assessment and examinations policy.
16. When writing references for students (for colleges, universities, employers) the student's attendance and punctuality will be taken into account.
17. In exceptional circumstances where a student requires a leave absence from college for a specific period of time, a leave of absence request form must be completed. This must be submitted to the course coordinator of discussion. If approved and signed by course coordinator the student must return it to reception in advance of absence.

Medical Certificates

Across the course of an academic year, a maximum of four weeks' medical certificates/approved absence forms may be allowed under exceptional circumstances as the discretion of the college authorities. All medical certificates and approved absence forms must be submitted to the reception.

Clear guidelines about letters:

Letter type	Purpose	Issued when? Issued by?	Action Required by student
Letter 1 (Component Specific)	WARNING	Difficulty with students' attendance discretion of component Teacher. Issued by College reception. (Attendance slips available in reception)	Student has 5 days to contact the component teacher to discuss attendance.
Letter 1 (General Attendance) (Monthly)	WARNING- Purpose: Attendance Officer will notify course coordinator in advance of sending out letters.	Difficulty with students' attendance discretion of College Attendance Officer. Issued by College reception	Student has 5 days to email and acknowledge receipt of attendance warning.
Letter 2	Meeting Management, Attendance Officer and with Co-ordinator (optional). Attendance Officer will notify course coordinator in advance of sending out letters.	Sent after 75% absenteeism (Per Term) Issued by College reception	Student has 5 days to email and acknowledge receipt of letter 2 and confirm attendance at meeting. Sign an attendance contract.

If the student does not make contact by email within 5 days, Letter 3 is sent.			
Letter 3	De-registration	Issued when a student fails to contact course coordinator following receipt of Letter 2 Or Voluntary De-reg Or Issued when a student breaks the conditions of an Attendance Contract. Issued by Attendance Board.	Student is required to terminate their participation on the course.
Attendance Board	Appeals	Students have the right to appeal any deregistration.	Students should write to the Attendance Board within 5 working days of issue of deregistration letter. Students may be required to appear before the Attendance Board to outline the circumstances leading to their deregistration.

Appeals

1. A student who receives a notice of de-registration has the right to appeal this decision to the College Attendance Board. Such appeals must be made in writing and submitted to the teacher in charge within 5 working days of the decision. The student may be invited to appear before the Attendance Board. If a student is permitted to return to the course, an attendance contract will have to be signed.
2. Any other decisions, which may be arrived at as a result of non-attendance by the student, may also be appealed in writing within 5 working days to the Attendance Board.