

## HID Learner Attendance Policy

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### 1. Attendance

Learners are required to attend all formally timetabled teaching events.

Attendance will be taken for all students for all timetabled sessions and recorded by the college. This data will be used to measure learner engagement, to identify learners at risk and may also be shared with INIS (Irish National Immigration Service) for those learners who require a visa.

### 2. Punctuality

Learners who arrive late to class (i.e., more than 10 minutes after the timetabled start of class) or leave early without good reason or prior arrangement, will be recorded as absent for the session.

### 3. Attendance Records and Reporting

Attendance records are the responsibility of the Registrar and will be retained by the College for the duration of a students' enrolment.

Visa requiring Learners are required to maintain a minimum attendance of 85%, those learners who drop below this attendance average will be notified by email and if their attendance does not improve within one week, they will be required to meet with college staff to discuss the issue, if attendance still does not improve the learners will be required to meet with the Registrar and agree a formal development plan. Persistent non-attendance is likely to affect performance and for international learners it means they are not complying with their visa requirements.

### 4. Withdrawal and Expulsion

Where a learner absents themselves from college without notifying the college and fails to communicate with the college for a period of 20 consecutive calendar days\* then that learner is deemed to have withdrawn from the programme and the attendance record will be shared with the



GNIB (Garda National Immigration Bureau) and INIS. Refunds are not available to learners who have been withdrawn for significant non-attendance.

Where a learner is persistently absent and failing to properly engage with the programme then they will be formally notified that there is an issue and unless they demonstrate potential for progression by passing their assignments and exams, they will be withdrawn at the next Examination Board.

Expulsion is a serious penalty exercised for gross misconduct refer to the Disciplinary Policy.

See also the College policy on Managing Academic Performance

## **5. Holidays**

Timetables including holidays are published in the academic calendar on the website and in the letter of offer prior to the commencement of the programme. Learners may not take holiday during the teaching semester.

## **6. Unavoidable Absence and Sick Leave**

There may be times where learners miss class due to illness or unavoidable circumstances under force majeure. Learners may apply for Mitigating Circumstances for any absence to be taken into account, and a reasonable accommodation made when considering an extension to a deadline or alternative assessment. In the case of International Students where such documented circumstances affect their attendance, they should apply for Mitigating Circumstances to be considered when reporting the attendance.

All such applications will be made under the Mitigating Circumstances policy and managed by the Registrar's Office who will hold all such records for the duration of the learner's enrolment.

Where a class is cancelled the college will reschedule it within the teaching day (8 am to 6 pm), learners will be given adequate notice and expected to attend. In very rare circumstances where it is not or cannot be rescheduled, the learner attendance record will be adjusted accordingly.

## **7. Appeals and Complaints**

All college decisions are subject to the Colleges Appeals and Complaints policies.