

<b>Document Name and Version</b>	<b>3.1 Policy and Procedure for Attendance</b>
<b>Policy Number</b>	3.1
<b>Policies that Interact with Policy 3.1</b>	All policies contained in Part 4: Progression Regulations
<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	February 2020
<b>Date Policy Comes into Force</b>	25 <sup>th</sup> January 2021
<b>Date of Review</b>	2025
<b>Revisions</b>	

## **1. Preamble.**

1.1. IICP College require that learners and staff use this policy and procedure for managing attendance.

1.2. Attendance at programmes components is essential to learning.

1.3. Minimum attendance is a requirement of progression.

1.4. Adequate attendance is central to ethical appropriate professional practice.

### *1.5. Regulatory Compliance:*

1.5.1. This policy addresses the requirements of (i) QQI's suite of QA guidelines, and (ii) Standards and Guidelines for Quality Assurance in the European Higher Education Area, 2015, that Institutions have in place and consistently apply pre-defined and published regulations covering all phases of the learner "life cycle", e.g. learner admission, progression, recognition and certification.

1.5.2. *IACP requirements:* Attendance is a professional body requirement for registration. This policy clarifies the learner's and the College's regulations regarding attendance requirements for progression.

## **2. Scope.**

2.1. This Policy applies to all QQI programmes at undergraduate and postgraduate level. This policy does not apply to CPD [Continuous Professional Development] courses.

## **3. Purpose.**

3.1. The aim of this attendance policy is to enhance the educational experience of learners, and promote academic achievement by ensuring that learners take responsibility for their full attendance.

3.2. Attendance is a professional body requirement for registration. This policy clarifies the learner's and the College's regulations regarding attendance requirements for progression.

3.3. This policy is designed to identify scope for improvement in attendance levels and to find workable solutions to illness absence issues where they exist.

#### **4. Roles and responsibilities.**

4.1. The Academic Council is responsible for formally approving this policy and for overseeing its implementation and review.

4.2. The Registrar is responsible for managing records of teaching inputs for learners on all programmes, and for initiating appropriate action when attendance for any learner falls below the minimum requirements.

4.3. Teachers are responsible for maintaining an attendance records for their teaching inputs.

4.4. Learners are responsible for monitoring their own attendance.

#### **5. Policy.**

5.1. IICP College expects and encourages a high rate of attendance from its learners. There is a minimum attendance per module required on all core programmes. This may be 85% or 90%, depending on the programme. Where attendance falls below the minimum then this may impact on progression through the programme.

5.2. Learners are offered reasonable support to bring attendance levels to the required standard.

5.3. Attendance that falls below the minimum can impact on learner's progression.

5.4. It is recognised that learners who are ill should not attend the College, or college related placements. It is recognised that from time to time learners will suffer ill-health. However, as a training provider IICP College must ensure that learners who progress have satisfied all programme requirements, including attendance.

5.5. In this regard IICP College has in place policies and procedures that foster the health and welfare of learners and assist them manage incidents of ill-health while maintaining their obligations to fulfil programme requirements.

5.6. Learners who experience long term difficulties with attendance should consider related policies and procedures, such as mitigating circumstances and deferral, to help them manage their learning.

## **6. Procedure.**

6.1. Due to the professional standing of IICP College programmes, and the interactive and group nature of its education programmes, minimum attendance requirements are in place on all programmes.

6.2. Minimum attendance requirements on all QQI and Professionally Accredited programmes (other than CPD programmes) is 85% or 90% attendance per module, depending on the programme. Particular requirements for CPD programmes are made clear to learners through quality and programme documentation.

6.3. IICP College records, monitors and reports on the attendance of all learners for all of their timetabled activities. In accordance with the College procedure for the maintenance of records, the Registrar has ultimate responsibility for maintaining a record of attendance.

6.4. Learners are made fully aware that failure to meet programme attendance requirements can impact on their progression.

6.5. It is expected and required that professional standards of attendance, including punctuality, are demonstrated by learners.

6.6. In the event that a learner will not be able to attend a training day they are required to contact the College in advance, where possible. Learners are required to retake the programme content they missed, or equivalent, where possible.

6.7. In the event of unexplained non-attendance one or more of the following actions may be taken:

6.7.1. College staff may contact the learner to seek an explanation for their unexplained non-attendance;

6.7.2. Learners may be invited to discuss with college staff how their attendance will be improved and any support that may be required;

6.7.3. Staff writing references for learners may refer to a learner's record of attendance.

6.8. Where a learner's attendance falls below the minimum programme requirements, due to authorised and/or unauthorised absences the learner may be:

6.8.1. At the discretion of the College, facilitated to take a comparable module in an existing programme, where this does not disturb the proper functioning of that programme;

6.8.2. Facilitated to take a comparable module at their own expense;

6.8.3. Advised against resuming their place on the course in the current year;

6.8.4. Not allowed to complete their assessment and or clinical placements.

6.9. Learner's attention is drawn to related policies, in particular Progression policies, Mitigating Circumstances policy and Assessment Regulations.