Attendance Policy for Applied Social Studies in Social Care		
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Attendance Policy for Applied Social Studies in Social Care

Revision History

Revision	Date	Revision Description	Originator
01	June 2019	Original document adopted by academic board	

1. Purpose

The purpose of this document is to outline key expectations and responsibilities regarding attendance matters in relation to students on the following Applied Social Studies in Social Care programmes

Bachelor of Arts in Applied Social Studies in Social Care

Bachelor of Arts (Honours) in Applied Social Studies in Social Care

The policy aims to

Ensure attendance requirements for Applied Social Studies in Social Care students are explicit in order to meet the Social Care Workers Registration Board Criteria for Education and Training Programmes Criterion 4.10.

Outline the process to be followed where a student fails to meet a relevant attendance requirement.

2. Scope

This policy refers to all students on Applied Social Studies in Social Care programmes where a minimum attendance requirement is specified within the Approved Course Schedule for specific modules. Attendance requirements are laid down in the context of the CORU Social Care Workers Registration Board Standards of Proficiency for Social Care Workers & Criteria for Education and Training Programmes.

Definitions

CORU	Statutory Regulator for Health & Social Care
TU Dublin	Technological University Dublin

3. Reference

XXXXX	Applied Social Studies in Social Care Fitness to Practice Policy
3SS04	Student Disciplinary Procedure
3CD05	Academic Programme Boards - Policy and Procedures
3SS09	Student Appeal Procedure
3SS03	Student Charter

4. Course Expectations

The Bachelor of Arts in Applied Social Studies in Social Care/The Bachelor of Arts (Honours) in Applied Social Studies in Social Care Programme is subject to the regulatory requirements for social care training as set out by CORU. As part of the requirements of social are training & education, students are expected to adopt standards of behaviour and practice that denote sound professional practice. Reliability, consistent attendance, punctuality, participation, peer support and respect for colleagues are not only expectations of employers and colleagues in work settings but are also primary expectations of students on this programme. Time management and organisational skills are also important skills in the field of social care that students are expected to develop and demonstrate on the course.

The following are therefore course requirements:

4.1 Attendance

Students are expected to attend all components of the course on a consistent basis. Mandatory attendance applies in modules where a specific attendance threshold is specified in the Approved Course Schedule for a particular module.

Any student who is unable to attend a lecture or tutorial with a specified attendance threshold is obliged to contact the school by e-mailing the staff member responsible for the delivery or coordination of that module as early as possible on the first day of their absence, and to give an estimate of the probable duration. In the case of absence based on sickness or exceptional personal circumstances, a limited amount of non-attendance may be compensated for within the reminder of the academic calendar. Such circumstances will be considered on a case-by-case basis by the relevant course board or examination board; the board must be satisfied that the relevant course or practice work can be compensated.

Lecturers will report to the year tutor where attendance falls below the relevant requirement and/or students persistently arrive late to classes, tutorials or practice settings or leave sessions/settings early.

4.2 Punctuality

Students are expected to attend lectures, tutorials and placement days on time.

4.3 Participation

Educational research indicates that significant learning opportunities exist in peer-to-peer interactions. Participation in-group discussions, sharing experiences, being proactive and taking responsibility for activities will enhance learning.

5. Attendance Monitoring

5.1 Practice & Escalation Procedures - Lectures and Tutorials

The Course Board and Year Tutors will record group and individual attendance in lectures and tutorials using a formal attendance monitoring system. If group or individual attendance is unsatisfactory, the lecturer concerned will notify the year tutor in the first instance. For modules which do not have a specified minimum threshold for attendance the programme team will determine acceptable thresholds. The year tutor will meet with the student(s) to discuss and address issues that may be affecting attendance. If nonattendance persists, the issue may be referred to the course co-ordinator and/or the Head of Department.   At this point a decision may be taken to escalate matters as appropriate (see section on Persistent Excused /Unexcused Absences).

5.2 Reporting Absences during Teaching Term:

Any student who is unable to attend a lecture or tutorial is obliged to contact the lecturer concerned through the University email system as early as possible on the first day of absence to explain the reason for his/her absence and to give an estimate of its probable duration. Where a student expects to be absent from more than one class they should direct their email to the year tutor, who will inform the relevant staff.

5.3 Excused Absences During Teaching Term:

In certain circumstances, absences may be unavoidable due to illness or extenuating circumstances. In the case of absence due to medical reasons, if absent for 3 or more consecutive days, students must provide an original medical certificate from a registered General Practitioner or from College Health Centre, to be submitted to the School Office, as soon as is practically possible.

5.4 Attendance During Practice Placement:

If students are ill or need compassionate leave whilst engaged within practice placement, their Practice Educator and College Supervisor must be notified as early as possible on the first day of absence to explain the reason for the absence and to give an estimate of its probable duration. If absent for three or more consecutive days, students must provide a copy of a medical certificate to both the Practice Educator and College Supervisor. Any absences from placement must be compensated for in a purposeful manner negotiated with the Practice Educator and College Supervisor, to ensure the student is fully compliant with the CORU requirement of completing 400 hours per college placement. If absence seems likely to be prolonged the student, Practice Educator and College Supervisor will consider the implications at the earliest possible time. If it is deemed unrealistic for the student to complete the required hours within the relevant timeframe, the student may be required to defer their attempt at practice placement to the next available opportunity.

5.5 Persistent Excused /Unexcused Absences

Individual students with persistent absences (both excused and unexcused) will be contacted and will be required to discuss their attendance record; the year tutor will escalate the matter to the course co-ordinator and/or Head of Department. Students must meet the specified minimum attendance requirement in order to attain a pass grade in the module. Students who are identified as not meeting a specified minimum attendance threshold may have a fail grade returned for the relevant modules or may have permission to take annual examinations withdrawn. Such cases will be considered by the relevant course board to determine the outcome to be returned.   Such students will retain the right to appeal this decision as per policy document 3SS09.

5.6 Recording of attendance

It is the student's responsibility to record their attendance at each lecture/tutorial/practical as required. Attendance records will not be updated by lecturers or school office staff at the request of students who do not record their attendance during a lecture/tutorial or practical.

If, during formal monitoring, a student is detected as recording inaccurate information on their own behalf or on behalf of other students all person/s involved will be subject to relevant student disciplinary procedures and may also be dealt with under the Fitness to Practice Policy (3CD12).

Notes

* Attendance monitoring and recording will be conducted in accordance with the General Data Protection Regulation (GDPR).

* Individual lecturers may implement their own attendance monitoring system if attendance forms part of an overall grading in the module.

6. Appeals Process

Where a student believes an incorrect determination regarding their attendance record has been entered they should raise it within the relevant lecturer within 3 days of becoming aware of the issue. Failure to raise the issue in a timely manner may result in the attendance record remaining as initially recorded.

Where the outcome of such engagement is unsatisfactory from a student's perspective they may engage with the course co-ordinator to attempt to resolve the issue and further with the Head of Department.

A final stage of appeal is offered to students where an outcome relating to attendance remains unsatisfactory to the student. The student may invoke the student appeals procedure (3SS09) whereby their concern is brought to the student appeals board.

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