

Department of Humanities and Social Care Registration Programmes Policy on Student Attendance

Date Approved	20/06/2025	Date Policy will take effect	01/09/2025	Date of Next Review	06/26
Approving Authority	Academic Council				
Responsibility	Head of School of Business and Humanities				
Consultation undertaken	BA (Hons) in Social Care Programme Board				
Supporting documents, procedures & forms of this policy					
Reference (s)	Health and Social Care Professionals Act (2005) (as amended)				
Audience	Public – accessible to anyone				
Category	Admissions, Progression, Recognition and Certification				

1.Version Control and Change History

Version Control	Date Effective	Approved By	Amendment(s)
1	20/06/2019	Academic Council	Adopted
2	20/06/2024	Academic Council	Adopted
3	20/06/2025	Academic Council (AC:DOC:200:06:06)	Amendments made in accordance with CORU regulatory requirements.

Department of Humanities and Social Care Registration Programmes Policy on Student Attendance

1. Introduction

This policy has been developed as part of the Department of Humanities commitment to the maintenance of high standards in undergraduate Social Care Education and Training and in compliance with the legislative requirements of the Health and Social Care Professionals Act 2005 as amended, including the Criteria for Education and Training Programmes, as provided by the Social Care Workers Registration Boards pursuant to its powers under said Act. The policy also ensures compliance with the requirements of CORU, Regulating Health and Social Care Professionals.

Accordingly this policy shall apply in the following programmes of education and training:-

- BA (Hons) in Social Care Level 8 and associated Exit Awards

The aim of this policy is to enable and facilitate students graduating from these programmes to be in a position to satisfy the high educational and training standards as set out in Social Care Workers Registration Board Criteria for Education and Training Programmes.

2. Attendance Requirements

2.1 The Social Care Workers Registration Board Criteria for Education and Training Programmes provides inter alia at Criterion 4 Programme Management that:

“The provider must identify any requirements for attendance, the procedure for monitoring attendance and the consequence of not meeting attendance requirements where relevant”.

2.2 The Marks and Standards Document of DkIT (2018. p 10) Part B 1.1 states:

“Only candidates who have satisfactorily attended or otherwise pursued or followed an approved programme of study and who have met all programme requirements, including satisfactory completion of prescribed assessments within prescribed deadlines, may be admitted to the Examination and considered for an award”.

2.3 In accordance with above, the Department of Humanities and DkIT will implement an attendance policy that requires students in the above programmes to be in attendance for a minimum of 90% of 'Preparation for Professional Practice' and

‘Developing Professional Practice’ modules. Notwithstanding the generality of the foregoing students are required to attend 80% of all other modules that form part of this programme.

2.4 In order to implement the above attendance requirement as set out at 2.3 all students will be notified in writing before commencement of their programme of the Attendance Policy requirements contained herein of the programme on which they have registered. Furthermore, each student will be required to sign a contractual agreement as provided in Appendix 1 hereto indicating his or her agreement and consent to abide to the Attendance Policy for the duration of the relevant programme.

3. Procedures and Sanctions applicable for Non–Attendance at ‘Preparation for Professional Practice’ and ‘Developing Professional Practice’ Modules

Students who fail to meet the attendance requirement as set out at 2.3 for reasons other than extenuating circumstances will incur the following sanctions as set out hereunder:

70-89% Attendance

- Students will be required to undertake and complete additional work. This work will be assigned by the module leader/relevant lecturer when each student’s overall attendance has been calculated for the module and in advance of exam boards. This additional work must be outlined in writing to the student by the relevant lecturer and signed by the student and module leader/relevant lecturer.

60% -69% Attendance

- Students will be required to undertake and complete additional work. This work will be assigned by the module leader/relevant lecturer when each student’s overall attendance has been calculated for the module and in advance of exam boards. This additional work must be outlined in writing to the student by the relevant lecturer and signed by the student and module leader/relevant lecturer.
- Students will not be facilitated to go on placement until they have demonstrated that they have completed the module content and or met all module learning outcomes.

Less than 59 % Attendance

- As students who fall below 60% attendance have missed 40% or more of classes, they will be required to register, attend and complete the programme module in the next academic year before they will be eligible to progress. This decision will be made by the Programme Board and brought to the Examination Board for final agreement.

4. Procedures and Sanctions for Non–Attendance at all other modules on the programme

Students who fail to meet the attendance requirement as set out at 2.3 for reasons other than extenuating circumstances will incur the following sanctions as set out hereunder:

70-79% Attendance

- Students will be required to undertake and complete additional work. This work will be assigned by the module leader/relevant lecturer when each student's overall attendance has been calculated for the module and in advance of exam boards. This additional work must be outlined in writing to the student by the relevant lecturer and signed by the student and module leader/relevant lecturer.

50% -69% Attendance

- Students will be required to undertake and complete additional This work will be assigned by the module leader/relevant lecturer when each student's overall attendance has been calculated for the module and in advance of exam boards. This additional work must be outlined in writing to the student by the relevant lecturer and signed by the student and module leader/relevant lecturer.
- Students will not be facilitated to go on placement until they have demonstrated that they have completed the module content and or met all module learning outcomes.

Less than 50 % Attendance

- As students who fall below 50% attendance have missed 50% or more of classes, they will be required to register, attend and complete the programme module (s) in the next academic year. This decision will be made by the Programme Board and brought to the Examination Board for final agreement.

5. Extenuating Circumstances

In certain limited extenuating circumstances, such “extenuating circumstances” as defined herein, a student may apply for a limited exemption from same.

Without prejudice to the generality of the foregoing the following terms and conditions will apply if a student applies for a limited exemption due to extenuating circumstances.

Extenuating circumstances may be defined and include the following circumstances:

- **Protected leave** as defined by the provisions of, and pursuant, to the Maternity Protection Acts 1994, as amended, including specifically attendance at antenatal or postnatal appointments.
- **Force Majeure Leave** as provided by the Parental Leave Acts 1998, as amended.
- **Compassionate Leave** exemption arises and may be applied in the following circumstances:
 - Up to a maximum of three days may be granted on the death of an immediate relative, i.e. father, mother, brother, sister, mother in law, father in law or in exceptional circumstances on the death of a more distant relative, if, for example, the student has to take charge of funeral arrangements or has lived in the same house as the deceased.
 - On the death of a spouse or child, the maximum number of days may be increased to five.
 - In respect of the death of less immediate relatives, i.e. aunts, uncles, grandparents, time off to attend funeral services is granted.
- **Extreme adverse weather conditions** that renders travel to DkIT dangerous
- **Ill-health** must be verified and certified by a medical practitioner.
- **Medical appointments** are only allowable during class contact time if they are such that they cannot be arranged during an alternative time, as verified by relevant medical practitioner or occur as a result of a medical emergency to the student.
- If a student is making an application for exemption due to the aforementioned extenuating circumstances, then the following procedures must be adhered to and shall apply to same as follows:
 - In relation to protected leave **Antenatal or Postnatal appointments**, students are entitled to sufficient time off to attend such appointments. Prior notice must be given to the Programme Director and the Head of Department. Students must submit medical certification to the School Office to cover the appointment time.
 - The final decision to grant this leave will be made by the Head of Department in consultation with the relevant Programme team members.
 - The Head of Department will formally communicate the decision to the student and relevant Programme team members.
 - If leave is granted, this time will not have to be made up by the student.

- In relation to **Force Majeure Leave** students must notify the Programme Director and Head of Department immediately.
- The final decision to grant this leave will be made by the Head of Department in consultation with the relevant Programme team members.
- The Head of Department will formally communicate the decision to the student and relevant Programme team members.
- If leave is granted, this time will not have to be made up by the student.
- In relation to **Compassionate Leave** students must notify the Department office immediately upon same occurring.
- It is the student's responsibility to apply in writing for compassionate leave retrospectively. The completed application in writing must be submitted to the Programme Director and the Head of Department.
- The final decision to grant compassionate leave will be made by the Head of Department in consultation with the relevant Programme team members.
- The Head of Department will formally communicate the decision to the student.
- If compassionate leave is granted, this time will not have to be made up by the student.
- In relation to **Extreme Adverse Weather Conditions** the student must contact the Programme Director to inform in writing by email that they will not be attending due to the adverse weather.
- The final decision to grant this leave will be made by the Head of Department in consultation with the relevant Programme team members.
- The Head of Department will formally communicate the decision to the student and relevant Programme team members.
- If leave is granted, this time will not have to be made up by the student.
- In relation to **Ill-health** the student must notify the Programme Director and School Office (in writing by e-mail) to inform them of their absence. immediately and without delay.
- A letter must be submitted to the Head of Department along with relevant supporting documentation, (medical certificate) evidencing the alleged extenuating circumstances concerned.
- The Head of Department in collaboration with the Programme Director and relevant academic staff will make decisions regarding students with extenuating circumstances.

- The final decision to grant this leave will be made by the Head of Department in consultation with the relevant Programme team members.
- The Head of Department will formally communicate the decision to the student and relevant Programme team members.
- If leave is granted, this time will not have to be made up by the student.
- In relation to **Medical appointments** the student must notify the Programme Director and School Office (in writing by e-mail) to inform them of their absence. immediately and without delay.
- A letter must be submitted to the Head of Department along with relevant supporting documentation, (medical certificate) evidencing the alleged extenuating circumstances concerned.
- The Head of Department in collaboration with the Programme Director and relevant academic staff will make decisions regarding students with extenuating circumstances.
- The final decision to grant this leave will be made by the Head of Department in consultation with the relevant Programme team members.
- The Head of Department will formally communicate the decision to the student and relevant Programme team members.
- All students will continue to be required to meet the educational requirements of the Health and Social Care Professionals Act 2005 as amended, including the Criteria for Education and Training Programmes, as provided by the Social Care Workers Registration Boards, therefore any time missed from the specialist areas will have to be repaid regardless of the circumstances. This may mean that additional work will be allocated to students with extenuating circumstances were educational requirements need to be met.

6. Monitoring Attendance

Each individual lecturer will monitor student attendance.

- Students are expected to be in attendance at the beginning of each lecture and it is the student's responsibility to ensure that they are present while their attendance is being monitored.
- Attendance will be monitored and recorded by module leaders at every class.
- Acceptance of verified attendance will be at the sole discretion of the module leaders and/or relevant lecturers on each module of the programme.

- Attendance records will be created and will be available for every day that the student is timetabled for.
- Where a lecturer uses self-directed learning as a teaching method, students will be marked present for that day save where they have been absent on that date.
- Where a lecturer is absent for that date due to extenuating circumstances, students will be marked present for the first day of the lecturer's absence. Classes missed subsequently in the event of such a situation arising will be excluded from the attendance mark calculated and required for student attendance.

7. Managing Student Attendance

- 7.1 Part of the role of Programme Director and/or Stage Convenor or an individual so designated is to monitor and manage student attendance.
- 7.2 The Attendance records for each module will be reviewed by the Module Lecturer at the following stages if not earlier:
- Week 3 of the first semester or as soon as possible thereafter and or if not earlier. A copy of the attendance record register must be filed in the School Office.
 - Week 8 of the first semester or as soon as possible thereafter and or if not earlier. A copy of the attendance record register must be filed in the School Office.
 - At the end of the first semester with a copy of the attendance record register filed in the School Office.
- 7.3 The Module Leader will inform the Programme Director and/or Stage Convenor at each stage of the review of any students who are not meeting the attendance required.
- 7.4 The Programme Director/Stage Convenor or individual designated to manage student attendance will notify the Head of Department of students not meeting the attendance requirements. Students will be informed in writing of their attendance deficit and given an opportunity to reply to explain the reason for their non-attendance. Assistance or support will be offered to the student where appropriate and the sanctions as set out in 3 above will be applied.

8. Non Compliance with Attendance Policy

- 8.1 Any misuse or abuse of the mechanism for monitoring attendance or non-compliance with the sanctions as set at 3 above will be referred to a student profession specific Code of Conduct and Fitness to Practise Policy and may be deemed to be in breach of the same with possible regulatory consequence.

Appendix A

Department of Humanities and Social Care Programmes

Attendance Policy Contract

Name:

Student Number :

Programme Title and Year:

I _____ the undersigned do hereby agree and confirm that I have read the

(PLEASE PRINT IN BOLD)

DkIT Attendance policy as set out herein, for the above mentioned programme of education and training, and agree to abide by same and be legally bound by the provisions contained therein, in order to satisfy the aim of this policy, to enable and facilitate students graduating from this programmes to be in a position to satisfy the high educational and training standards as set out in Social Care Workers Registration Board Criteria for Education and Training Programmes.

SIGNED: _____

WITNESSED: _____

DATED: _____