

**Céim Eile, Templemore College of Further Education (TCFE)**

**Attendance Policy**

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| **Céim Eile Attendance Policy** |  |

***Policy***

Céim Eile recognises that regular attendance is important for the learner’s own progress and also is a requirement of ninety percent attendance for completion of the Leaving Certificate Applied. In cases where attendance is unsatisfactory Céim Eile will seek to identify the causes of the poor attendance and to provide whatever support and encouragement it can to overcome the problem. Céim Eile also recognises that some absence is unavoidable, and will endeavour to be understanding in such cases. Where regular unauthorised absences occur, and where adequate warnings have been given and disregarded, the college reserves the right to refuse to allow the student to continue to attend class, subject to the right to appeal.

In all cases, it is the responsibility of students to make up for work missed during absences. Students should also be aware that in certain circumstances, work missed due to absence may be subject to time constraints.

Attendance records will be made available to individual students, the Department of Education and Skills, North Tipperary ETB and other statutory authorities with the right to access to such information. Attendance may also be referred to in written references provided by Céim Eile.

***Procedures***

**Encouraging attendance**

Céim Eile supervises the attendance of students’ in line with the ninety percent requirements of the Leaving Certificate Applied.

In cases where students are absent, the centre manager, assistant coordinator, or another designated member of Céim Eile staff, will meet with the student to identify the reasons, and will find ways of dealing with any problem that may occur. If the problem is one where Céim Eile the college can provide assistance, such assistance will be made available (examples might be learning support, counselling or careers guidance)

**Authorised and unauthorised absences**

It is recognised that some absences are unavoidable. Authorised absences include:

Jury service

Certified sick leave ( limited to 10 days)

Absence on compassionate grounds, e.g., death or illness of an immediate family member, i.e. parent/sibling.

In all cases of absences, Céim Eile should be notified as soon as possible.

In cases of certified sick leave, a doctor’s certificate should be provided to the college not later than three days after the period of absence began. Otherwise, the absence will be deemed unauthorised.

Leave on compassionate grounds must be negotiated and agreed with Céim Eile.

**Cases of regular absences**

Students absent for 20 days consecutively (unauthorised) will be deemed to have left Céim Eile, and will have their place terminated. However, in this process, the following steps will be put in place

After 5 days, the student will receive phone (or text) reminder that they have been absent for 5 days.

After 10 days, the student will receive written (or text) notice that they have been absent for 10 days, and will be asked to meet with the coordinator or his designate with a view to seeking ways to address the issue.

If this continues, an interview with senior management will take place.

Where a student has missed a significant amount of time, authorised or unauthorised, which will result him/her being unable to participate effectively on the course, if the student exceed the ten percent absenteeism then they have deemed themselves ineligible to complete the Leaving Certificate Applied. If s/he wishes to appeal this decision, they may apply in writing, within 14 days, to the Board of Management of the college.

**Classwork missed due to absence**

It is the policy of the college that work missed by a student during absence will not be covered again when the student returns, as this is detrimental to the progress of students who were in attendance. Consequently, it is the student’s responsibility to identify work and class notes missed during absence, and to catch up on the work outside of class time. In cases of authorised absences, Céim Eile staff will try to provide reasonable assistance in this regard.

**Work experience**

In cases of absence while on work experience, both the college and the workplace should be notified early in the morning of the first day’s absence.

**Assignments/project deadlines missed due to absence**

In cases of unauthorised absences, no extensions of deadlines can be offered for tasks or assignments. In the cases of authorised absences DES permission needs to be sort.

**Examinations missed due to absence**

All examinations are scheduled by the Department of Education and Skills and unless alternative arrangements can be made with the Department no exceptions can be made.

**Review**

This policy will be reviewed by the Board of Management once in every school year.

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| Submitted to Staff: |  |
| Submitted to Board of Management: |  |
| Submitted to ETB Board: |  |