

Improving Attendance, Participation, and Completion Rates

With a view to improving attendance, participation and, ultimately, completion rates in all programmes, the College has developed a three-stage process aimed to support students to achieve their educational goals.

Responsibility for achieving improved outcomes in this regard begins with the Class Teacher. If the difficulty persists the Programme Co-ordinator will become involved. Finally, if little progress is made, the Principal will become involved.

Stage 1. When the Class Teacher becomes concerned that a pattern of non-attendance is developing with a student s/he will talk with the student with a view to addressing the difficulties leading to attendance problems - the Teacher will report attendance difficulties at the subsequent Programme meeting. The discussion will encourage and motivate the student and suggest relevant supports available to the student. The Class teacher will document the details of the meeting(s) so that if this stage does not result in a solution the Teacher can pass the process on to the next stage. Where relevant, the student will be made aware of the grant restrictions around absences.

Stage 2. The Class Teacher will talk to the Course Co-ordinator about the attendance difficulties related to the particular student. It may be appropriate to move to a more formal intervention at this stage, if the Co-ordinator deems it necessary. The Co-ordinator may text or write to the student and invite him/her to meet with the Co-ordinator, Deputy Principal, and Class Teacher, if necessary. Again, this meeting is to encourage and motivate, and identify and facilitate further support mechanisms. The student will also be made aware of the implications of continued absences. The student will be informed that if attendance does not improve the student will have difficulties in completing the programme successfully. The Co-ordinator will document what has been said and agreed and will ask the student to sign off on the content of the report. Where relevant, the student will be made aware of the grant restrictions around absences.

Stage 3. Having adhered to stage one and stage two of the process with no apparent improvement in attendance, a letter will be sent to the student, by the Co-ordinator, requesting a meeting which will include the College Principal, Programme Co-ordinator and Class Teacher and Deputy Principal, if necessary. Implications of continued non-attendance will be highlighted. The student will be made aware that at this stage it is unlikely that the programme will be completed successfully. A report of the meeting will be written by the Co-ordinator and will be signed off on by all parties to the meeting.

If the student wishes to continue attending, albeit rarely and irregularly, they will know that it is very unlikely that they will be successful and the teacher will continue provision of the curriculum with a view to completing the programme on time for all other students.

Attendance Report

Name of Student: _____
 Course: _____
 Days of non-attendance: _____

Details	Yes	No
Were the non-attendances authorised		
Were the non-attendances unauthorised		

Brief description:	Reasons for non-attendance
	Personal: <input type="checkbox"/>
	Course : <input type="checkbox"/>
	Financial: <input type="checkbox"/>
	Other : _____

Supportive measures Agreed (Tick box)	Yes	No
1. _____		
2. _____		
3. _____		
4. _____		

Implications if non-attendance:	Agree	Don't agree
For you _____		
For work _____		
Overall _____		
Other _____		

Comments:

Signatures:	Date	Time
Teacher		
Co-ordinator		
Principal		
Student:		