



D U N B O Y N E  
C O L L E G E  
O F F U R T H E R E D U C A T I O N

## Attendance Policy

DCFE recognises the positive correlation between class attendance and student retention and achievement. Any class missed reduces the opportunity for learning and may adversely affect the student's achievement in the course. Levels of attendance have a direct impact on the success of our students. Students are more likely to complete and achieve their qualification if they attend all classes. Students who arrive late will impact not only on their own learning, but on the learning of the rest of the class. Similarly, employers set high expectations of attendance and punctuality in the workplace. We therefore expect our students to comply with high levels of attendance and punctuality.

### **Students are expected to:**

- Ensure that they attend all classes.
- Arrive at the start of the class properly equipped and prepared for the lesson.
- Always schedule medical and other appointments out of college hours where possible.
- Not take on work or other commitments which clash with class times.
- Stay for the duration of the lesson.
- Explain any absences/lateness to their mentor in advance of, or as soon as possible after the event. Where lateness occurs, students are expected to enter the room quietly and cause as little disruption as possible.
- Inform themselves of the materials covered in class during any absences including work missed, details of assessment and class/college administration.
- For some classes, e.g. in laboratory practical's, students may not be permitted to enter if late for health and safety reasons.
- Attendance is taken during the first 10 minutes of class. Students arriving after attendance has been taken will be marked as late. Students who are frequently late will be referred to the Deputy Principal.
- When writing references for students (for colleges, universities, employers) the student's attendance and punctuality will be taken into account.
- Students in receipt of a SUSI grant are obliged to have at least 80% attendance to be approved for this monthly payment. Where attendance falls short of 80% in a given month, without reasonable explanation, the payment will be withheld.

- A student must have a minimum of 70% attendance in order to take part in a practical exam. This ensures that the necessary skills have been learned, and safety and health requirements are adhered to.

**Blended learning attendance:**

The same attendance policy applies in relation to blended learning where that takes place. Students will be given a timetable that gives direction for attendance in the college building or online. Students are marked according to their timetabled classes, i.e. if a student is expected to be in the classroom, they are marked in when they are in the classroom for the duration of the class; if they are expected to be online for that class, they are marked in when they attend the full class online.

(Please note that if a student is expected to be present in the college on a given day and is not in, then he or she will be marked absent. If a student is expected to be online during a timetabled time, then they will be marked absent if they are not online for the duration of the class.)

If a class is split into A and B groups, you must follow the timetable for your own group. A student cannot choose to switch groups.