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## Attendance Monitoring Procedure

### 1. Purpose

This procedure sets out the methods by which the College monitors student attendance and the reasons why. The purpose of student attendance monitoring is to develop a supportive learning environment for students to reach their full potential and achieve their academic goals. UniHaven strongly believes class attendance and academic performance to be closely connected. The College view attendance as a crucial element influencing class engagement, student retention, progression, and achievement. Minimum attendance standards of at least 85% are also necessary to satisfy Irish visa requirements.

### 2. Target Audience and Staff Involved in Implementation

This procedure involves all registered students of the College as well as all College staff, i.e., Student Support Officer, Teachers, Programme Manager, and the Academic Director. It is the responsibility of the student to attend lessons and ensure their attendance has been recorded in class. It is the responsibility of the Programme Manager to issue attendance warnings to students and to meet students, with their teacher, who has not improved their attendance rate after a first informal discussion to address the matter. It is the responsibility of the Academic Director to issue the final warnings up to and including expulsion, the latter having notified and consulted with the CEO in advance.

### 3. Documentation

This procedure is implemented via email correspondence in conjunction with the meetings listed as apt of the procedure. All steps and meeting notes are recorded and stored on the College IT Systems/Servers and the implications/outcomes on the student file.



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#### 4. Procedure

Attendance is taken in each lesson by the teacher and is recorded on our IT Systems/Servers. The College has mandatory attendance requirements of a minimum of 85% attendance for all enrolled visa-required non-EEA students to comply with INIS regulations. The programme satisfies Irish visa conditions in that students will study fulltime with UniHaven College between the hours of 9 am and 5 pm on a minimum of 4 days between Monday and Friday each week, with the programme's 25 hours a week of class time satisfying the minimum 15 hours of class time requirement, excluding breaks.

Attendance is classified as attending the full designated tuition hours. A student will be marked 'Absent' if they do not attend class, if they are late by more than 15 minutes and if they leave class early. If a student's attendance falls below 85% in the first four weeks of their programme, this will be communicated to INIS. Under exceptional circumstances, a student may be excused for their absence, e.g., for health/medical reasons or based on compassionate grounds (bereavement). Supporting documentary evidence should be submitted when the student is explaining their absence (e.g., a medical certificate from a registered medical practitioner). The headings below clarify which type of absences may be excused.

Should the student not satisfactorily address their non-excused attendance issues as described below, they will be subject to the below disciplinary process that may lead to expulsion, in which case no student refunds will apply. This procedure is a standalone procedure separate to the disciplinary procedure for non-attendance disciplinary issues such as Academic Misconduct, Gross Misconduct etc. that is outlined in UPRO010 UniHaven Student Complaints and Disciplinary Procedure Rev 1.



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## Holidays and Breaks

Students are not permitted to take holidays or breaks during the normal College semester other than those published by the College in advance. The Academic Calendar detailing the start and end dates for each semester per academic year will be shared with students at induction and will be accessible on the College website. Absences that may be accommodated are listed below.

## Sick Leave

Should a student be unable to attend classes due to illness, all students must:

- Notify the College by emailing the Student Support Officer directly on the first day of sickness and each day of sickness thereafter. The Student Support Officer name and contact details will be provided at induction.
- Provide a medical certificate from a general practitioner/doctor to the Student Support Officer on the first day of returning to the College after sickness.
- Upon receipt of the medical certificate, the sick leave will be recorded on the college IT Systems/Servers and the student's attendance will not be affected by the period of the certified illness-related non-attendance.

Should no documentary evidence be provided or if the student does not email the Student Support Officer for each day of sickness, the student will be marked absent for the days that they are not attending classes.

## Illness of a Family Member

Should a student be unable to attend classes due to the serious illness of an immediate\* family member, the student must:

- Request Illness leave from the College by emailing the Student Support Officer directly explaining the reason for requesting the leave. The Student Support Officer name and contact details will be provided at induction.



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- Provide documentary support to student support regarding the family member's illness (e.g., medical certificate).
  - The Student Support Officer will discuss the leave request with the Programme Manager who will approve the leave if the supporting evidence is genuine.
  - Upon receipt of the required medical certificate, the illness leave will be recorded on the college IT Systems/Servers and the student's attendance will not be affected by the period of the certified illness-related non-attendance.

Should no documentary evidence be provided, the student can be marked absent for the days that they are not attending lessons.

*\*Immediate family members are defined by UniHaven as the spouse, parents, legal guardians, siblings or children of the student.*

## **Bereavement**

Students may be excused from classes in the unfortunate event of a bereavement in their immediate\* family. The student should:

- Request leave from the College by emailing the Student Support Officer directly. The Student Support Officer name and contact details will be provided at induction.
- Provide documentary support to student support regarding the family member's illness (e.g., formal death notification).
- The Student Support Officer will discuss the leave request with the Programme Manager who will approve the leave if the supporting evidence is genuine.
- Attendance levels will not be affected in these circumstances, and the student will be placed on bereavement leave in the College IT Systems/Servers.

*\*Immediate family members are defined by UniHaven as the spouse, parents, legal guardians, siblings or children of the student.*

## Victim of Crime

Unplanned leave requests may be granted in the case being a victim of crime. Students may be excused from classes in the unfortunate event of a becoming a victim of crime. The student should:

- Request leave from the College by emailing the Student Support Officer directly. The Student Support Officer name and contact details will be provided at induction.
- Provide documentary support to student support regarding the family member's illness (e.g., Garda (Police) report of the incident).
- The Student Support Officer will discuss the leave request with the Programme Manager who will approve the leave if the supporting evidence is genuine.
- Attendance levels will not be affected in these circumstances, and the student will be placed on victim of crime leave in the College IT Systems/Servers.

## Supporting Evidence

Supporting evidence from a competent professional is essential to the granting of leave requests/accepting sick leave. Please attach any medical certificates or relevant documentation as appropriate. Submitted evidence is non-returnable. Where appropriate, please ask the professional providing supporting evidence to be as specific as possible in outlining the impact of your circumstances on your ability to attend class as expected.

Physical illness, to include injury, accident, or hospitalisation	Supporting original evidence must be supplied by a registered medical practitioner.
Family Illness	Supporting original evidence must be supplied by a registered medical practitioner.
Bereavement	Supporting original death notification evidence must be supplied.
Victim of crime	Supporting original evidence must be supplied by An Garda Siochana/Police.



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## Non-excused Absences

Where a student's attendance is identified as a cause of concern, the following actions may be taken to address the situation.

- The teacher in the first instance will discuss any student whose attendance has fallen below 85%. This is the first informal approach to resolving the issue. Once the teacher has uncovered the issue, s/he will address it in conjunction with the Student Support Officer.
- Should the student's attendance not improve, the teacher will refer the matter to the Programme Manager who will meet the student to discuss the matter. The student will be given one week to demonstrate an improvement.
- If attendance does not improve, the Programme Manager will issue a **first warning email** to the student. The student will be given one week to demonstrate an improvement.
- Should the attendance continue to be at an unsatisfactory level, the Programme Manager will meet with the student and issue a **second warning email**. The student will be given one week to demonstrate an improvement.
- Should the attendance continue to be at an unsatisfactory level, the Programme Manager will again meet with the student and issue a **final warning email**. The student will be given one week to demonstrate an improvement.
- Following this, a failure to demonstrate an improvement in attendance may result in a meeting with the Academic Director to discuss grounds for expulsion. Should expulsion be necessary, the Academic Director will issue a letter confirming the same to the student within 3 working days of this decision being made and the Irish immigration authorities will be notified.

## Appeals

The expulsion decision made by the Academic Director may be appealed to the Appeals Board on the following conditions:



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- Procedural irregularity which, had not occurred, might have impacted significantly on the validity of the original decision.
  - New evidence that could not reasonably have been made available during the initial procedure that led to the Academic Director's decision.
  - That the decision made was too severe when viewed in the overall circumstances of the case.

Appeal requests must be submitted to the Programme Manager no less than 5 working days following notification of the Academic Director's decision. The Appeals Board members will not include the Academic Director because s/he was involved in the process that led to the decision to expel. The decision made by the Appeals Board will be final.

#### 5. Quality Control

The Academic Director is responsible for ensuring that policies are developed and maintained, that they remain fit for purpose, that they remain in compliance with QQI guidelines, that they are updated as per agreed timetables, and that they are being implemented as intended. In the latter context, the Academic Director will inspect a sample of policies each year to check for the correct implementation and bring the findings to AC as part of the annual QA/qqi review and reporting process.



### **Quality Assurance Manual (QAM) Chapter 8**

<b>Document Name</b>	<b>Attendance Monitoring Procedure</b>
<b>Procedure Document Number</b>	<b>UPRO011</b>
<b>Version Reference</b>	<b>Rev.1</b>
<b>Document Owner</b>	<b>Academic Director</b>
<b>Roles with Aligned Responsibility</b>	<b>Teachers, Programme Manager, Academic Director</b>
<b>Approved By</b>	<b>Academic Council (AC)</b>
<b>Approval Date</b>	<b>2.3.2023</b>
<b>Date Procedure Becomes Active</b>	<b>1.4.2023</b>
<b>Revision Cycle</b>	<b>Annually</b>
<b>Revision History/Amalgamation History</b>	<b>Revised for text errors post programme validation including enhanced ILEP clarity</b>
<b>Additional Information</b>	<b>N/A</b>
<b>References/ Supporting Documentation</b>	<b>UDOC000 UniHaven Quality Assurance Manual Rev 2 UPOL017 UniHaven QQI Student Support Policy Rev 2</b>