



Bord Oideachais agus Oiliúna Thiobraid Árann

Tipperary Education and Training Board

1. ETHOS

Tipperary Education and Training Board (TETB) is committed to providing a supportive environment to enable all learners to achieve their full potential. TETB recognises learners are responsible for their own attendance and are encouraged to develop self-discipline and take personal responsibility in order to achieve success on their chosen course.

Experience shows learners who actively participate in their learning by attending all classes are more likely to:

- Develop the knowledge, skills and competencies required to successfully complete the course
- Effectively manage on-going assessment requirements
- Foster a strong sense of class participation and active engagement in college activities.

CTI Senior College Clonmel, as a constituent of TETB, is required to maintain attendance records and these will be forwarded to funding and other relevant government agencies as requested. For the purpose of this policy, punctuality is considered implicit in the term attendance.

2. GUIDELINES

CTI Senior College Clonmel, as a constituent of TETB is committed to:

- 2.1 informing learners of attendance requirements and consequences of unsatisfactory attendance
- 2.2 operating an attendance management system
- 2.3 implementing attendance procedures in a fair and consistent manner
- 2.4 supporting learners who are experiencing difficulties or unforeseen circumstances
- 2.5 providing attendance records as required by the Department of Education and Skills (DES), SUSI (grant awarding body) and Department of Social Protection (DSP) *(i)
- 2.6 including information on attendance in references sought for academic or employment purposes

2.7 applying appropriate sanctions for unsatisfactory attendance

2.8 Notifying the learner in writing of the sanctions applied *(ii)

*(i) Learners who are in receipt of payments from SUSI, VTOS and BTEA payments have their attendance monitored closely and payments may not be made by third parties if attendance is not satisfactory.

*(ii) Decisions made with respect to learners under the age of 18, will also be communicated to parents/guardians.

3. PROCEDURES – CTI Senior College Clonmel

- Further Education (FE) learners are expected to attend all timetable classes punctually. Learners must arrive at the start of the class properly equipped and prepared for the lesson.
- FE learners are expected to avoid unnecessary absences by making appointments outside timetabled hours where possible.
- Absences and late attendances are normally acceptable in the case of personal illness.
- Learners are expected to be on time for all classes.
- For online classes, learners are expected to dress appropriately, have their cameras on and engage in class.
- A teacher has the discretion not to admit a learner into their class in person or online if they are late and class has already commenced.
- If absent the student should email their course coordinator with reason and the expected number of days they will be absent.
- Any period of absence of three consecutive days must be supported by medical documentation.
- Learners who have Doctor's or hospital certificates should leave them for the attention of their course coordinator.
- If a student requires exceptional leave (planned absence), details must be emailed to the course coordinator.

- For those learners in receipt of the SUSI grant, payment is made subject to satisfactory attendance on the course. A minimum of 80% attendance is required in all timetabled activities and classes (which may be aggregated to include partial absence) Learners who are

absent without satisfactory explanation will not receive a grant payment. Learners who have been absent without satisfactory explanation for 10 consecutive timetabled days will be deemed to have self-opted out of their programme and they will not receive their grant payment.

- For those learners on VTOS, a minimum of 80% attendance is required in all timetabled activities and classes. Learners who have been absent without satisfactory explanation for 10 consecutive timetabled days will be deemed to have self-opted out of their programme and their VTOS place and attendant payment will be terminated.
- Any learner who has missed 10 consecutive timetabled days will be deemed to have self-opted out of their course. Re-admission to their course can only occur if the learner is successful in the appeals process.
- Learners' attendance and punctuality will be reflected in academic references sought by higher education institutions or in work references sought by employers.
- Learners must have a minimum of 70% to obtain a reference from the college.

Sometimes commitment to the course becomes difficult or impossible due to unforeseen circumstances. In these instances, learners should contact the FE director, course coordinator or the guidance counsellor for further advice.

The following steps may be taken by the college when the above is not the case:

- A verbal warning may be given and noted on VSware.
- If, having received a verbal warning, and the student's attendance remains unsatisfactory, the matter may be referred to the coordinator/ FE director.
- The coordinator will endeavour to follow up with the student.
- However if the student fails to address the attendance, a final written letter will be issued, notifying the student of their voluntary withdrawal from the course.

4. APPEALS

CTI Senior College Clonmel, as a constituent of TETB recognises the right of learners to appeal sanctions in relation to attendance, and commits to address every appeal in a timely, fair and consistent manner.

Procedures to Appeal

4.1 Appeals must be lodged in writing to the FE Director within 5 working days on receipt of the sanctions letter. The learner may not attend class pending the outcome of the appeal.

4.2 The FE Director will establish an Appeals Panel to meet with the learner within 5 working days of the appeal being received. The Panel may be comprised of suitable members of staff such as Principal/Deputy Principal/FE Director/Course Coordinator. At least one member of the panel would not have been involved in the sanction process.

4.3 The learner may be accompanied by another individual. Learners under the age of 18 must be accompanied by a Parent or Guardian.

4.4 The Principal will inform the Learner/Parent/Guardian of the decision of the Appeals Panel within three working days.

Note: Parents/Guardians will be notified in respect of decisions made to learners under 18 years of age.

Signed: _____

Date: _____