

School of Nursing & Midwifery Undergraduate Students Attendance Policy

The aim of this attendance policy is to enhance students' learning experience and promote academic achievement by ensuring that students take responsibility for their full attendance.

Scheduled classes are an integral component of this programme; they are designed to support student progress. Students are therefore expected to keep up a consistent rate of good attendance so that performance will not be adversely affected.

Students are informed at the commencement of their programme that they cannot take holidays in term time and they are expected to attend every class /placement as required unless prevented by some unavoidable or exceptional circumstance.

Attendance at all classes is mandatory and will be monitored. Students are responsible for ensuring they accurately complete the attendance record form during class.

Students are expected to attend all classes (100%), where attendance falls below 70%, Head of School may decide not to allow a student complete their examinations and or clinical placements. This will result in students retaking the programme content they missed as well as sitting exams/coursework when next offered within the School i.e. the following year.

Students are also informed that they will not be eligible to undertake clinical practice placements unless they have attended the sessions on Hand Hygiene, and CPR as well as the required Health & Safety sessions on Manual Handling, and Fire Safety. Furthermore, prior to commencing the Internship placement in Year 4, all students are required to attend the HSE induction day.

If students cannot attend class, they, or someone acting on their behalf should:

- Inform the Year Leader in advance, of any planned absence (e.g. for a doctor's appointment);
- Contact the Year Leader or the Programme Administrator, as soon as possible, to explain unplanned absence. Students must explain in writing (email or formal letter) the reasons for their absence and indicate how long they anticipate they will be absent. Students must submit Medical Certificates within 2 weeks of their return to attending classes.
- It is the student's responsibility to update themselves on any information or work missed during their absence from class.
- If a student's attendance becomes a cause for concern and there is a worry that the student may be in difficulty and may not complete the programme successfully, the student will be contacted at an early stage by the Year Leader to discuss their poor attendance and the implications. Attempts will be made to identify any problems or difficulties that the student may have and arrangements may be made for special support. The Year Leader will also alert the student's Academic Advisor who will be kept informed of issues and actions pertaining to a student's attendance and his or her support may also be obtained to assist the student. The Year leader will refer any unresolved issues regarding a student's attendance to the Programme Director who will then refer the matter to the Head of School.

Attendance levels will be recorded on an absence database maintained within the School. The lecturer responsible for the individual teaching session is responsible for

collecting and inputting the attendance data into the absence database which will in the first instance be monitored by the Year Leader.

Diagrammatic representation of the Student Attendance Policy

