

Document Identifier: Attendance Policy.

Policy Title:	Attendance Policy
Description:	The purpose of the attendance policy is to ensure that through optimum attendance students gain the most benefit from their college experience.
Author (Position):	Vice President (Academic Affairs) and Registrar
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Attendance Policy

1 Context

Full and punctual attendance at lectures is required for Marino Institute of Education (MIE) courses. This policy aims to foster a culture of responsibility, accountability and mutual respect among students and faculty in relation to attendance at and engagement in class.

2 Purpose

The purpose of the attendance policy is to ensure that students gain the most benefit from their college experience through optimum attendance and engagement in curricular and extra-curricular activities. By applying this policy, we hope that early intervention can identify students whose pattern of attendance could be deemed unsatisfactory and that support measures can be put in place, if necessary, to ensure that all students have a positive college experience in addition to meeting the requirements for professional registration, where applicable.

3 Benefits

By clearly communicating expectations of full attendance, unavoidable absences will be minimised. Attendance is linked to module grades, retention, motivation, and course satisfaction. It is hoped that this attendance policy will assist students' academic performance and engagement in the course and in college life as a whole.

The policy provides a way for the Institute to identify students who may be experiencing difficulties in engaging with their course in cases where poor attendance may be a symptom of such difficulties.

4 Scope

- 4.1 This attendance policy applies to all students undertaking professional postgraduate and undergraduate courses of study in MIE.
- 4.2 This attendance policy applies to students undertaking the Trinity International Programme.
- 4.3 This attendance policy does not apply to students undertaking part time postgraduate taught courses of study in MIE, apart from the Professional Diploma in Education (Further Education) flexible or part time

- 4.4 This attendance policy applies to attendance at both face-to-face and synchronous online classes.

5 Principles

- 5.1 Students' attendance on courses is recorded for pastoral, professional, ethical, practical and contractual reasons.
- 5.2 Although attendance is important for academic and professional reasons, full participation in courses is necessary for students to gain maximum benefit from their entire college experience.
- 5.3 Absenteeism can adversely affect the student and their class colleagues, both in class and when completing assessments. Sometimes persistent absence from classes indicates that a student is experiencing a personal or course-related difficulty for which appropriate support may be available.
- 5.4 The Institute recognises that exceptional cases arise where absence from a lecture may be unavoidable.
- 5.5 The Institute is obliged to provide verification of students' attendance for the purpose of payment of grants at regular intervals throughout the academic year.
- 5.6 Given the potential consequences for unsatisfactory attendance, students are informed about this policy during orientation with reminders circulated during the academic year.
- 5.7 Students themselves (or in exceptional circumstances a student's tutor) are responsible for notifying the relevant lecturer(s) of an absence from a class, either in advance or as soon as possible in the case of an anticipated absence.
- 5.8 Full attendance helps students perform optimally in exams and demonstrate competence in learning outcomes approved by the validating or awarding university and relevant professional accreditation bodies.

6 Definitions

An absence refers to missing all or most of a 50-minute lecture, as determined by the module lecturer. Where a lecture consisting of two consecutive 50-minute sessions is missed (i.e. either with or without a break in between), this counts as two absences.

A lecture refers to any class offered in MIE regardless of the size. The term is used to include workshops, seminars, tutorials and online classes.

7 Policy

- 7.1 Students are expected to attend all classes, seminars or other learning activities associated with their course.
- 7.2 Students are expected to arrive punctually and remain for the duration of the class.
- 7.3 Absences may be recorded through a number of means depending on the course, e.g. digitally through SeATs or manually through sign in sheets.
- 7.4 Absences are recorded and entered on Maestro by lecturers in a timely manner so that students have a “real time” indication of their attendance pattern over the course of the academic year.
- 7.5 Attendance is required for all modes of delivery, i.e. face-to-face and virtual/on-line.
- 7.6 Open communication between students and the Institute is encouraged. Students should promptly notify MIE (through their tutor and/or course leader) of attendance-related concerns which may affect their participation on their course.
- 7.7 MIE will display discretion and compassion for students who have unsatisfactory attendance due to ongoing personal issues.
- 7.9 MIE will endeavour, within reason, to be accommodating in cases, such as the above, subject to discussions with the student and their tutor and submission of documentation to support ongoing issues.
- 7.10 Unsatisfactory attendance may have consequences for a student’s progression through the course beyond the intrinsic loss of engaging with class content.

8 Responsibility

The Registrar & Vice President of Academic Affairs is responsible for the implementation of this policy in conjunction with Deans of Education.

9 Related Documents

- 9.1 Attendance Procedure
- 9.2 [Academic Assessment and Academic Progression](#)
- 9.3 [School Placement Attendance Policy](#)
- 9.4 [Disciplinary Procedures in Respect of Students](#)
- 9.5 [Safety Statement Policy](#)
- 9.6 [Appeals Policy \(Academic Progression\)](#)
- 9.7 [Court of First Appeal Process](#)
- 9.8 [Court of Second Appeal Process](#)
- 9.9 [Guidelines on Evidence in Support of an Ad Misericordiam Appeal](#)
- 9.10 [Postgraduate Appeals Process](#)
- 9.11 [Tutor System Policy](#)
- 9.12 [Tutor System Procedure](#)
- 9.13 [Illness Policy](#)
- 9.14 [Bereavement Support Procedure on the Death of a Student](#)
- 9.15 [TCD Calendar Part II General Regulations](#)
- 9.16 [Fire Evacuation Procedure](#)