

Policy Identifier: School Placement Attendance Policy

Policy Title:	School Placement Attendance Policy
Description:	The purpose of this policy is to ensure that students are supported to have sufficient attendance on placement in order to meet the professional and academic requirements of their course.
Author (Position):	Dean of Education: Policy, Practice and Society
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Approved By:	MIE Governing Body
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School Placement Attendance Policy

1 Context

School Placement is a mandatory component of the Bachelor in Education (Primary) and Professional Master of Education (Primary) courses. The [Teaching Council](#) (2017) requires students to spend 30 weeks on School Placement on the Bachelor in Education (Primary) course and 24 weeks on the Professional Master of Education (Primary) course.

2 Purpose

The purpose of this policy is to ensure that students are supported to have sufficient attendance on placement in order to meet the professional and academic requirements of their course.

3 Benefits

According to The [Teaching Council](#) (2017, p.13) School Placement should provide opportunities for student teachers to:

- 3.1 Integrate theory and practice;
- 3.2 Plan for, and undertake, class teaching, learning and assessment using a wide range of strategies;
- 3.3 Develop classroom, organisational and behaviour management skills;
- 3.4 Observe experienced teachers teaching and be involved in a wide range of school activities;
- 3.5 Reflect critically on their practice;
- 3.6 Receive and respond to feedback on their practice;
- 3.7 Seek and receive advice and guidance in a supportive environment.

4 Scope

This procedure applies to students on the Bachelor of Education (Primary) and the Professional Master of Education (Primary) undertaking School Placement.

5 Principles

- 5.1 School Placement is a mandatory and assessed component of the Bachelor in Education (Primary) and Professional Master in Education (Primary) courses.

- 5.2 Complete attendance on school placement is an academic and professional requirement of the Bachelor in Education (Primary) and Professional Master in Education (Primary) courses.
- 5.3 Marino Institute of Education (MIE) recognises the key role of schools in offering places to students for school placement. When a student commits to attending a school for a particular placement, inconvenience is caused to the school if a student is absent for any of her/his placement time. Therefore, when a student commences any School Placement period – including Special Education Placement, assessed and non-assessed placements and serial observation placements – full and complete attendance is required.

6 Definitions

6.1 A glossary of definitions relating to School Placement are provided by The [Teaching Council](#) (2013, pp. 6-7).

6.2 Definition of a ‘Complete Placement’

- 6.2.1 If a student misses four days (consecutive or combined) this placement will be deemed incomplete, regardless of the number of assessed visits undertaken. In this situation a student will be required to take a deferred placement in June and a new assessment process will begin. Any assessed visits completed during the original placement will be deemed null and void.
- 6.2.2 If a student knows in advance that they will be absent from placement for 4 days or more (e.g. because they are representing their country in a competition) they will not be permitted to begin their placement and it must be deferred to June.
- 6.2.3 Full attendance on observation dates is required. The student is expected to attend for a full school day. This requirement can only be amended at the request of the school.

7 Procedure

7.1 Absenteeism

- i. When a student is too ill to attend school the student must:
 - a. Contact the school principal or class teacher as appropriate;

- b. Contact their placement tutor¹;
- c. Contact the Education Office at 8057743.
- ii. All these calls must be made as soon as possible to facilitate planning for the day.
- iii. When a student is absent for more than two days, a medical certificate must be furnished within a week of the days missed.
- iv. All absent days must be compensated and a letter to this effect from the principal must be submitted to the School Placement Office. This letter is available on [Moodle](#). It is a student's responsibility to return this letter to the School Placement Office. Failure to make up days or return the letter of certification will result in a student's exam results being withheld.
- v. [Ad Misericordiam](#) cases e.g. family bereavement, will be treated on a case by case basis. Relevant supporting documentation must be submitted in each case.

7.2 Policy for absences relating to sport/the arts/representing the Institute etc:

- i. Students are expected to make the initial contact with the School Placement team as soon as the match/event date is made known to them. In exceptional circumstances, e.g. late call up to a team, a minimum of 24 hours' notice is required.
- ii. Students are required to request permission to be absent from School Placement by emailing schoolplacement@mie.ie in the first instance. The decision of the School Placement Department is based on the student's School Placement profile including attendance and overall performance on School Placement (planning & prep, teaching & learning and professionalism).
- iii. Once permission is granted in writing by the School Placement Department, the student must seek permission from the school (principal and class teacher).
- iv. Schools may decline to give this permission.
- v. When a student has been given permission by the school and School Placement Department, they must then inform the college and their School Placement tutor of the details of their absence from School Placement.
- vi. When matches/events are scheduled during the teaching day, students are expected to minimise the amount of time required to be absent from school, i.e. attending school for most of the day when possible.

¹[Tutor System Policy](#) and [Tutor System Procedure](#)

- vii. In general, days missed due to representing MIE do not have to be made up but this will be looked at on a case by case basis should the overall level of absences be deemed unsatisfactory.

8 Responsibility

The overall responsibility for this policy lies with the Dean of Education: Policy, Practice and Society.

9 Related Documents

- 9.1 The Teaching Council [Guidelines on School Placement](#) (2013)
- 9.2 The Teaching Council [Initial Teacher Education: Criteria and Guidelines for Programme Providers](#) (2017)
- 9.3 [Policy on Special Considerations for School Placement](#)
- 9.4 [Code of Practice for Students with Disabilities](#)
- 9.5 [Consent to Disclose and Share Disability Information](#)
- 9.6 [Required Number of Children in a Class for the Purposes of School Placement](#)
- 9.7 [Attendance Monitoring Procedure](#)
- 9.8 [Tutor System Procedure](#)
- 9.9 [Tutor System Policy](#)
- 9.10 [Guidelines on Evidence in Support of an Ad Misericordiam Appeal](#)