

Policy Title:	Attendance Procedure
Description:	The purpose of the attendance procedure is to support the implementation of the attendance policy by providing students and staff with clear guidelines as to what constitutes unsatisfactory attendance and how unsatisfactory attendance is managed by MIE.
Author (Position):	Vice President (Academic Affairs) and Registrar
Version:	2
Approved By:	MIE Governing Body
Policy Approval Date:	November 2024
Date of Next Policy Review:	June 2027 (or as required)

1 Context

Full and punctual attendance at lectures is a requirement at Marino Institute of Education (MIE) and is deemed to be essential to ensuring that all students have a positive college experience and meet the learning outcomes of their programme of study. Satisfactory attendance is also a requirement for professional registration on programmes that are accredited by the Teaching Council of Ireland, as absences not only have an impact on students themselves but on learners with whom they will interact in the future. Given the professional nature of most programmes, minimum hours are required for competence, and a lack of engagement may negatively impact those whom graduates will engage with during placements and in their careers.

2 Purpose

This attendance procedure provides a framework for implementing the attendance policy, ensuring accountability and promoting a culture of engagement within the College. It outlines the expectations for student attendance, including how it is monitored, the definition of unsatisfactory attendance, and the obligations of students, faculty, tutors, and professional staff. Additionally, it details what constitutes mitigating circumstances and clarifies the potential consequences for unexplained or persistent absences, whether explained or unexplained, while ensuring fair and consistent application of the policy.

3 Procedure

During week 4 of each semester, Tutors are encouraged to make contact with their tutees. The purpose of this, is to assess how their tutee is getting on, identify any ongoing issues that the student may need assistance with and to remind the student of the attendance policy and where to view their absences on MAESTRO.

Prior to revision week or placement preparation week (whichever falls first), the Education Office will email student cohorts (the timings of this email will depend on the academic calendar schedule for each course).

The email will request that students access their attendance record on MAESTRO to ensure there are no discrepancies, and that any documentation they may have in relation to an absence has been uploaded to MAESTRO. The email will also remind students of the attendance policy and that students whose attendance is unsatisfactory (as [per table 1 below](#)) may be called to a meeting to discuss their attendance record to date.

3.1 What is considered unsatisfactory attendance?

Unsatisfactory attendance can be divided into the following three categories,

- (i) unsatisfactory attendance in a module or module(s),
- (ii) unsatisfactory attendance in a semester(s)
- (iii) unsatisfactory attendance in the academic year.

3.1.1 What does unsatisfactory attendance in a module mean?

Attendance becomes unsatisfactory in a **module** where students have any of the following:

- **Two or more** absences in a module in a semester **without notification** of mitigating circumstances
- **Three or more** absences in a module in a semester **regardless of notification** of mitigating circumstances

3.1.1 What are considered “mitigating circumstances”?

The following are examples of what constitutes mitigating circumstances:

- i. **Illness:** For absences of two or more consecutive college days due to illness¹, medical certificates must be uploaded to MAESTRO **within one week of returning to college**. All MIE students are registered with Fairview Medical Centre and can avail of three free visits with further visits discounted, each academic year.
- ii. **Unavoidable appointments:** Every effort must be made to arrange appointments at times that enable students to attend lectures. When this is not possible, students should upload the appointment notification issued to them by the relevant professional, (e.g. dentist, consultant, counsellor, driving test) to MAESTRO.
- iii. **Family or personal difficulty (Ad mis):** In the case of bereavement, serious illness of a relative or parental separation or divorce, for example, students should liaise with and keep their tutor informed, either directly or via the Registrar, in relation to such circumstances². In the case of bereavement, it is recommended that documentation, such as RIP notice is uploaded to MAESTRO, where appropriate³.
- iv. **Representing the college:** These are absences that arise because a student is representing the college at a sporting, cultural, student recruitment, awards, or other approved event. In this instance, the staff

¹ See [Illness Policy](#)

² See [Bereavement Support Procedure on the Death of a Student](#)

³ See [Guidelines in Support of an Ad Misericordiam Appeal](#)

member responsible for the organisation of the event will inform the Education Office of the names of those who participated in the event and the date and times of the classes they missed.

3.2 What happens if I have unsatisfactory attendance in a module?

At the end of each semester, if a student has unsatisfactory attendance in one or more modules ([see 3.1.1](#)), they will receive an email from the Education Office requesting that they make contact with their tutor, by a specified date, to explain why their attendance has been unsatisfactory in the module(s).

After this contact, should the tutor have concerns or be unsatisfied with the explanation provided by the student in relation to their absences, they can decide whether a meeting with their tutee, in relation to their attendance, is required. This meeting would normally take place face-to-face.

The tutor/course leader⁴ keeps a record of such meetings and submits the record to the [Registrar's Office](#) on request.

Lecturers who have concerns about students, with high level of absenteeism, in their module are encouraged to raise their concerns with the Course Leader and the relevant tutor. The Course Leader may decide that a meeting with student, their tutor and the lecturer is required. The Course Leader, in conjunction with the Registrar, can decide if a student is required to defer their assessments to the next available opportunity (e.g. in the case of group assessments where the student has not engaged with the assessment brief).

⁴ See [Tutor System Policy](#) and [Tutor System Procedure](#)

Document Identifier: Attendance Procedure

3.1 What is considered unsatisfactory attendance?

Table 1 below outlines the criteria under which attendance becomes unsatisfactory in a semester and in a year. The number of absences per course is directly related to the number of face-to-face contact hours a student undertakes on their particular course of study⁵.

Table 1: Maximum number of course hour absences above which attendance is deemed unsatisfactory.

Course of study: Criteria	B.Ed/BOid.	B.Sc. Ed Studies	B.Sc. ECE	PME	TIFP	PDEFE
This is the maximum number of overall absences across all modules, in each semester, without documentation supporting these absences, where attendance can be considered “satisfactory.” However, attendance in given modules may still be unsatisfactory.	30 per semester	20 per semester	20 per semester	30 per semester	30 per semester	9 per semester
This is the maximum number of absences in an academic year without documentation supporting absence(s) where attendance can be considered “satisfactory.” However, attendance in given modules or a given semester may still be unsatisfactory.	75	45	45	75	75	20
This is the maximum number of absences in an academic year regardless of documentation submitted to support absence where attendance can be considered “satisfactory.” However, attendance in given modules or a given semester may still be unsatisfactory.	100	60	60	100	100	25

Abbreviations; B.Ed.; Bachelor in Education, B.Oid.; Baitsiléir san Oideachas Trí Mhéan na Gaeilge, B.Sc. ECE; Bachelor in Science (Early Childhood Education), B.Sc. Ed. Studies; Bachelor in Science (Education Studies), PME; Professional Master in Education, TIFP; Trinity International Foundation Programme. PDE-FE; Professional Diploma in Education (Further Education)

⁵ In all courses, full attendance is expected and required. Thresholds for identifying unsatisfactory attendance have been identified so that where absences do occur, the processes for responding to them are consistent and transparent for students.

3.2 Invitation to attendance meetings

Attendance meetings will typically take place either towards the end of the semester (prior to revision week) or prior to a student undertaking their placement.

Attendance Meetings

Semester 1

B.Ed.4, B.Oid.4, PME1 & PME2

PME1 students who undertake school placement in November and B.Ed.4, B.Oid.4, and PME.2 students who commence advanced school placement in January of semester 2 will be invited to meet with the Registrar and Vice President for Academic Affairs/nominee, the Director School Placement and the School Placement coordinator, prior to going out on placement, should their attendance in semester 1 be deemed unsatisfactory (as per Table 1).

B.Ed.1-3, B.Oid1-3, B.Sc.ECE.1-4, B.Sc.Ed.St.1-4, TIFP, PDE (FE)

Students not undertaking placement, and PDE (FE) students whose attendance is considered unsatisfactory (as per Table 1) will be invited to meet with the Registrar and Vice President for Academic Affairs/nominee and their Course Leader towards the end of the semester or at the start of semester 2.

In both scenarios, the student may be accompanied by their tutor, or a member of the students' union (if preferred). At the meeting, the student will be asked to explain, in a confidential environment, the reasons for their absence from lectures (which may include providing evidence of mitigating circumstances).

If the student is a first-year student, the semester-1 attendance meeting can be used to give students the opportunity to disclose any challenges they are experiencing settling into college. Students can be directed to where they can get advice and support to ensure that they are getting the most out of their college experience.

If the student is a returning student, their attendance records from previous years may be reviewed to identify if there is a recurring pattern of unsatisfactory attendance.

Potential consequences for unsatisfactory attendance in Semester 1

Following the attendance meeting, the following factors are taken into account when deciding to impose a consequence.

1. How well the student kept the Institute informed of mitigating circumstances in their case throughout the semester or throughout the year.
2. The information disclosed by the student at the attendance meeting, (e.g. Ad mis or medical circumstances).
3. The stage the student is at on their course (e.g. a student in semester 1 of first year may incur different consequences than a student in year 3)
4. If there is a pattern of unsatisfactory attendance which has been highlighted previously:

It may be decided after the meeting that;

- the student be required to undertake a viva⁶ in the modules (max 2) where they have the highest number of absences. Should the student be unsuccessful in the viva(s) they may be required to defer placement, or in the case of end-of-semester examinations, the module assessment, until the next available opportunity. Vivas may be held prior to the end-of-semester examinations or prior to the student undertaking placement, depending on the course and time of year.
- or**
- the student may be required to complete an additional written assignment related to demonstrating engagement with the content of the classes missed, despite being absent.
- or**
- although concerns exist about the student's attendance to date, the student will be given the opportunity to improve their attendance which will be revisited prior to undertaking placement. At that stage, should attendance remain a concern, the student will be required to take a viva in the modules (no more than two) in which they have the most absences and are deemed the most relevant for the placement they are undertaking.

⁶ Please contact the Registrar's Office for guidelines on conducting a viva voce examination

Semester 2

In semester 2, students whose attendance for semester 1 was unsatisfactory and continues to be unsatisfactory in semester 2, or students whose attendance has deteriorated since semester 1 will be invited, by the Education Office, to an attendance meeting.

If the attendance meeting is linked to the student's preparedness to go on placement, the Head of Department of Policy and Practice/nominee and the relevant Placement coordinator will attend with the Registrar and Vice President for Academic Affairs/nominee. If the attendance meeting is linked to the student's preparedness to sit end-of-semester assessments, the Course Leader will attend with the Registrar and Vice President for Academic Affairs/nominee.

In addition to the circumstances outlined above, the Registrar and Vice President for Academic Affairs/nominee and other relevant staff members, where appropriate, may meet with any student about the student's attendance on any module or course where a high level of absence gives reason for concern. Following such a meeting, should the concern not be allayed, the consequences of unsatisfactory attendance⁷ as outlined below, may be applied.

4 Consequences for placement, for students with unsatisfactory attendance in a semester.

4.1 School Placement PME, B.Oid, & B.Ed.

Before a B.Ed., B.Oid, or PME student commences a school placement period, they should have acquired teaching skills and curricular knowledge appropriate to the time they have been attending the institute. In addition, the Head of the Department of Policy and Practice and the School Placement Coordinator must be satisfied that the student is aware of issues regarding safety and management of children before the student commences school placement.

For school placement purposes, unsatisfactory attendance⁵ is defined, as one of the following:

- i. 30 absences across all modules in semester 1 (as per Table 1) plus an average of three absences per week to date in semester 2; or
- ii. An average of four absences per week in the year to date without notification of mitigating circumstances; or
- iii. An average of five absences per week in the year to date with mitigating circumstances.

⁷ See [School Placement Attendance Policy](#)

If a student's attendance is unsatisfactory as outlined above or if it is unsatisfactory in specific modules, the student (and their Tutor⁸) will be invited to meet with the Registrar and Vice President for Academic Affairs/nominee, the Head of the Department of Policy and Practice/nominee and the School Placement Coordinator/nominee to discuss the student's participation in school placement in light of the unsatisfactory attendance.

Where the student's tutor⁶ is not available to attend or there is a conflict of interest, the student can invite a faculty member or a member of the [Students' Union](#) to accompany them. Following that meeting, the student may be required to postpone the school placement until the next available opportunity or may be required to demonstrate their preparedness for the placement by taking viva voce exams in the relevant modules. Following the viva voce exams, or in severe cases without viva voce exams (typically where more than two modules and/or one full semester are unsatisfactory), the student may be refused permission to participate in school placement that year and required to repeat the year on books. In this case, students would be required to pay full fees and any grants or bursaries, paid to the student, would be suspended for the repeated year. Alternatively, the student may be required to postpone the school placement until May/June.

The decision to require a student to defer school placement is a serious one, which may disrupt a student's progression through the course⁹. Consequently, meetings to discern the nature of the penalty to be imposed will take place as late as possible in the semester as identified above, so as to allow the student to improve their attendance record and to avoid, if possible, the most severe sanction¹⁰.

4.2 Work/Field Placement/Educational Placement: B.Sc. Education Studies/Early Childhood Education/Professional Diploma in Education (Further Education)

Students on the B.Sc. courses (Ed. Studies or ECE) or the PDE-FE may be refused permission to take their work/field/educational placement/internship if their attendance is unsatisfactory overall or in one or more individual modules. In such circumstances where a student's attendance is unsatisfactory, the student and their Tutor¹¹ will be invited, by the Education Office, to a meeting with the Registrar and Vice President for Academic Affairs/nominee, the B.Sc. Course Leader/nominee or PDE-FE Course Leader/nominee and with the relevant Coordinator of Placement/nominee.

⁸ See [Tutor System Policy](#) and [Tutor System Procedure](#)

⁹ See [Academic Assessment and Academic Progression](#)

¹⁰ See [Disciplinary Procedures in Respect of Students](#)

¹¹ See [Tutor System Policy](#) and [Tutor System Procedure](#)

Where the Tutor is not available to attend or there is a conflict of interest, the student can invite a faculty member or a member of the [Students' Union](#) to accompany them. As a result of this meeting the student

- May be required to defer the work/field placement until the end of the current academic year (i.e. May/June).
- May be required to take a viva¹² voce exam in the modules that have the highest level of absenteeism and are the most relevant to the student's placement setting. Should the student not pass the viva voce, the student may be required to defer placement until the next available opportunity.
- Alternatively, the student may be refused permission to participate in work/field/educational placement that year and required to repeat the year. In this situation, the student would be required to pay full fees and any grants or bursaries normally paid to the student, would be suspended for the repeated academic year.

The decision to require a student to defer work/field/educational placement/internship is a serious one, which may disrupt a student's progression through the course. Consequently, meetings to discern the nature of the penalty to be imposed will take place as late as possible in the semester as stated above, so as to allow the student to improve their attendance record and to avoid, if possible, the most severe sanction⁸.

5 Attendance on Placement

Please see the relevant placement handbooks for information in relation to attendance on placement.

¹² Please contact the Registrar's Office for guidelines on conducting a viva voce examination.

6 Responsibilities

6.1 Responsibilities of all students in relation to attendance

Students are required to:

- i. Make every effort to attend all lectures.
- ii. Sign the roll each time – it is not permitted to ask another student to sign on a student's behalf.
- iii. It is an offence for a student to sign another student's name on the attendance sheet
- iv. If attendance is being monitored by the SeAts application, students must ensure that they are able to access the SeAts app. If they forget their phone, they must ask the lecturer to manually add them on the application during the class/lecture/tutorial.
- v. Record attendance at online classes in the manner required by the module lecturer.
- vi. Where a student is not in a position to attend a lecture, they are required to inform the subject lecturer *and* their personal tutor/course leader¹³ by email of the absence and the reason for the absence in advance of the lecture. If this is not possible, then the relevant personnel should be informed of this absence within one week of its occurrence.
- vii. When the absence is for medical reasons and is of more than two consecutive college days' duration, the student is required to upload to [MAESTRO](#) any relevant medical documentation and to produce the hard copy of the documentation if requested by the Education Office.
- viii. When the absence is caused by an unavoidable appointment, the student is required to upload to [MAESTRO](#) any relevant documentation and to produce the hard copy of the documentation if requested by the Education Office.
- ix. When a student is absent because they are representing the college, the staff member responsible for organising the activity will provide, to the Education Office, the list of students involved and the dates and times that they missed due to the activity.

¹³ See [Tutor System Policy](#) and [Tutor System Procedure](#)

6.2 Responsibilities of Lecturers in Relation to Attendance.

All lecturers are required to:

- i. Keep an accurate roll at lectures. This needs to be done early in the lecture so that in the event of an emergency evacuation or fire drill, health and safety personnel may check the presence of students against the list of those present and absent in a particular class¹⁴
- ii. If attendance is being monitored through the SeAts application; lectures are required to attend the training provided on the use of the application, to ensure that they are equipped to resolve issues that may arise in class. (e.g. manually mark students in attendance if they don't have their phone, make updates if their class has been moved to a new location)
- iii. Update the centralised attendance database (MAESTRO) in a timely manner, no later than **a weekly basis**, in order for students (and tutees) to have an accurate reflection of their attendance at any given time over the course of academic year.
- iv. Lecturers who have concerns regarding a student's attendance should contact the student in the first instance, the student's personal tutor¹⁸ in the second instance, the Course Leader in the third instance and the [Registrar's Office](#) in the final instance.

6.3 Responsibility of Tutors/Course Leaders in Relation to Attendance

Tutors and/or Course Leaders¹⁵ are required to:

- i. Retain communications from tutees regarding mitigating circumstances for absences and, with the students' permission, communicate these mitigating circumstances to the relevant Course Leader and/or the [Registrar's Office](#) if requested.
- ii. Check in with tutees in week 4 of each semester (Reminder to do so will be communicated by the Education Office).
- iii. Respond/retain communications from the Education Office in relation to queries or questions they have/receive from students.
- iv. Make every effort to contact the student to informally discuss unsatisfactory attendance record as soon as it comes to their attention.
- v. Communicate any mitigating circumstances provided by students, if requested, to the Registrar and Vice President of Academic Affairs/nominee or Course Leader.
- vi. Respond to students who contact them in relation to unsatisfactory attendance in a module(s) and meet with them (normally face-to-face) should the

¹⁴ See [Fire Evacuation Procedure](#) and [Safety Statement Policy](#)

¹⁵ See [Tutor System Policy](#) and [Tutor System Procedure](#)

explanation provided and/or attendance record be of concern. The Education Office will notify students and tutors towards the end of each semester, as appropriate.

6.4 Responsibility of the Education Office

The Education Office is required to:

- i. Create an attendance key-dates calendar at the start of each academic year, which will be published for staff and students to refer to. The Registrar's office will facilitate this being published on Moodle.
- ii. Manage all communications and provide administrative support for attendance monitoring.
- iii. Where necessary, provide secretarial support at attendance meetings.
- iv. Provide administrative support for the set up and implementation of SeAts.
- v. Generate the reports of students' attendance as inputted by lecturers on MAESTRO or captured via SeAts.
- vi. Answer queries that students and faculty may have in relation to attendance.
- vii. Monitor and approve documentation uploaded by students to MAESTRO and troubleshoot as necessary.

6.5 Responsibility of the Registrar's Office

The Registrar's Office is required to:

- i. Oversee the implementation of the attendance process.
- ii. Ensure that the final timetables are entered on MAESTRO to facilitate faculty to record absences.
- iii. Ensure that changes to the timetable, communicated to them, are replicated on MAESTRO.
- iv. Ensure that the key dates calendar, once received from the Education Office is published on Moodle.
- v. Inform the Education Office when MAESTRO is available for recording absences.
- vi. Support faculty with any issues they experience when entering attendance on MAESTRO.
- vii. Ensure that faculty are shown how to enter attendance on MAESTRO.
- viii. Answer any queries or questions raised by the Education Office.
- ix. Where necessary, provide secretarial support at attendance meetings.
- x. Inform the Education Office of the outcome of attendance meetings and what the next steps are for the student.
- xi. Assist the Education Office with the Irish translations of correspondence to B.Oid students.
- xii. Represent the Registrar and Vice President of Academic Affairs at attendance meetings.

7 Attendance at Exams

If a student is unavoidably absent from an exam, the student should inform their personal Tutor¹⁶ of the circumstances surrounding the absence at the earliest opportunity. The student should write to the [Registrar's Office \(registrars@mie.ie\)](mailto:registrars@mie.ie) explaining the absence and the tutor will typically be consulted in deciding the consequence of the absence. Typically, where the absence relates to an annual exam, a student will be permitted to do the exam in the autumn, either as a first or second attempt, depending on the reason for the absence. If the examination missed is a supplemental examination, the student will typically be given a fail grade which can be appealed to the [Court of First Appeal](#) where a student can request permission to be granted the opportunity to take a special examination in the module(s) missed. Where documentation is available (e.g. medical certificate), this should be uploaded to [MAESTRO](#) and submitted to the [Registrar's Office](#).

8 Appeal Process

As stated above, a student who has,

- i. received an email from the Education Office regarding unsatisfactory attendance; **and**
- ii. met with the Registrar and Vice President of Academic Affairs/nominee and the Head of the Department of Policy and Practice or their nominee or the Course Leader and the relevant Placement Coordinator (where relevant) and provided documentation regarding mitigating circumstances; **and**
- iii. subsequently is not permitted to take their placement or end-of-semester examinations, may appeal¹⁷ the decision if the student's case:
 - a. Is not adequately covered by the ordinary regulations of the Institute as outlined above,
 - b. Is based on the claim that the regulations above were not properly applied in the applicant's case, or
 - c. Represents an [Ad Misericordiam Appeal](#)

An appeal is made by the student, in writing, through their Tutor within **48 hours** of receipt of the decision not to allow them to take their placement or end-of-semester examinations¹⁸. The appeal is considered by the Vice President for Education & Strategic Development or their nominee, a Dean/Head of Department and the leader of one of the institute courses. The outcome of the appeal is binding and no further appeal is possible.

¹⁶ See [Tutor System Policy](#) and [Tutor System Procedure](#)

¹⁷ See [Appeals Policy \(Academic Progression\)](#), [Court of First Appeal Process](#), [Court of Second Appeal Process](#), [Postgraduate Appeals Process](#) and [Guidelines on Evidence in Support of an Ad Misericordiam Appeal](#)

¹⁸ See [Tutor System Policy](#) and [Tutor System Procedure](#)

9 Related Documents

- 9.1 [Attendance Policy](#)
- 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](#)