

**Procedure for Managing Learner Attendance and Absenteeism**

Policy  Procedure  Protocol  Guideline

**Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)**

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## 1.0 Purpose

This procedure sets out the CCNMEs approach to managing learners' attendance and absenteeism, to allow timely intervention between learners and CCNME programme teams, regarding progression and success.

## 2.0 Procedure

### 2.1 The CCNME Programme Teams will:

- 2.1.1 Specify attendance requirements in the programme advertisement as outlined in the approved QQI validated programme;
- 2.1.2 Inform the applicant in the letter of offer of attendance requirements;
- 2.1.3 Reiterate attendance requirements as registered learners on the programme and facilitate learners to attend and actively participate in scheduled programme activities through effective communication;
- 2.1.4 Include information in the learner programme handbook about attendance responsibilities and requirements and the implications of absenteeism;
- 2.1.5 Provide learner access to the Policy on Learner Attendance and Absenteeism;
- 2.1.6 Record and maintain contemporaneous records of learner attendances and absences;
- 2.1.7 Retain learner communication regarding mitigating circumstances for absences, in line with GDPR requirements;
- 2.1.8 Discuss any concerns about attendance /absence with the learner, affording the learner every reasonable opportunity/accommodation to promote attendance and engagement with the programme:
  - 2.1.8.1 Refer to procedure outlined in the Management of Learner Absenteeism Algorithm (Figure 1.0);
  - 2.1.8.2 Facilitate and maintain a record of meetings held with learners re unsatisfactory attendance/absence;
  - 2.1.8.3 Signpost learner to access the Learner Mental Health and Wellbeing Policy, where applicable.

### 2.2 The Learner will:

- 2.2.1 Fulfil the attendance requirements of the programme as set out in programme validation;
- 2.2.2 Understand the implications of the unsatisfactory attendance/ absence;
- 2.2.3 When it is not possible to attend scheduled programme activities:
  - 2.2.3.1 Contact the Programme Coordinator, where possible, in advance of class;
  - 2.2.3.2 Understand that any sustained period of absence will be explored as per the procedure outlined in the Management of Learner Absenteeism Algorithm (Figure 1.0);
  - 2.2.3.3 Have a clear understanding of the procedure for unsatisfactory attendance/absence;

2.2.3.4 Be invited to attend a meeting to discuss their unsatisfactory attendance with the Programme Coordinator and consider options available (Refer to Management of Learner Absenteeism Algorithm Figure 1.0).

### Management of Learner Absenteeism

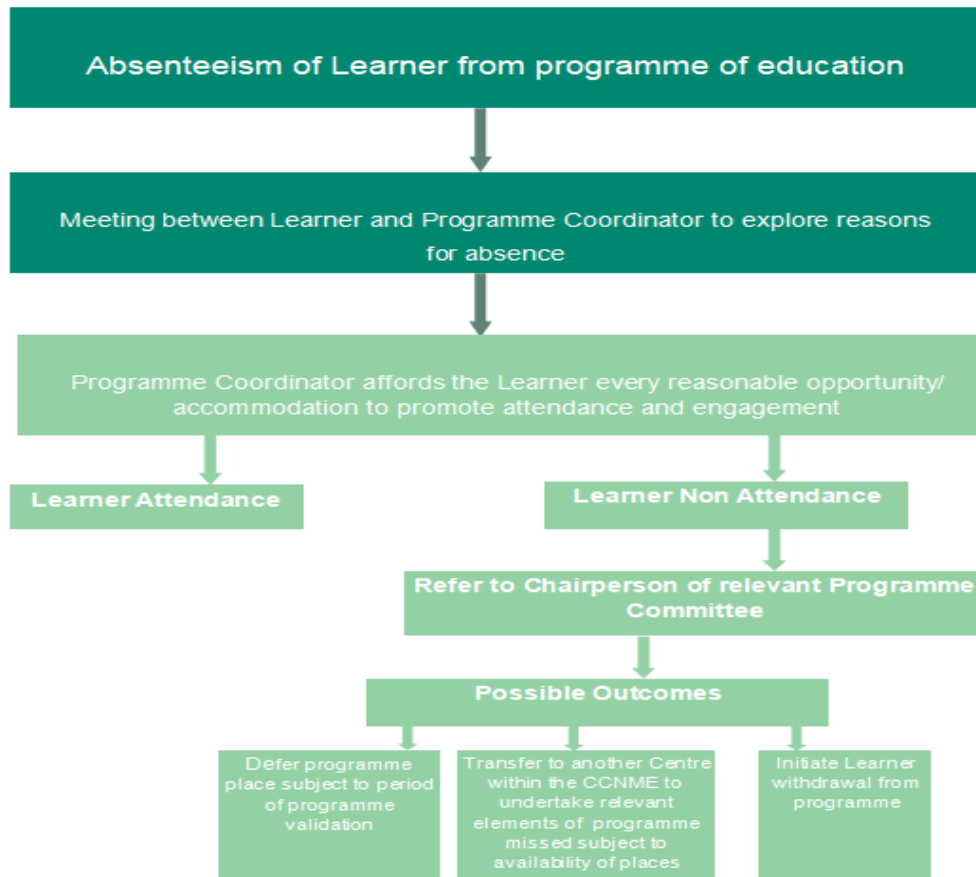


Figure 1.0 Management of Learner Absenteeism Algorithm

### 3.0 Document Control

Document Title	<b>Procedure for Managing Learner Attendance and Absenteeism</b>	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
Version Control	Version	Date of Approval
	V.1.0	04/11/2022
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Supporting Documentation	<ul style="list-style-type: none"> <li>Quality and Qualifications Ireland (QQI). (2016). <i>Core Statutory Quality Assurance Guidelines developed by QQI for use by all Providers</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/media/file-">https://www.qqi.ie/sites/default/files/media/file-</a></li> </ul>	

	<a href="#">uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf</a> [accessed 30 January 2022].
Related Policies & Procedures	<ul style="list-style-type: none"> <li>• <a href="#">Policy on Learner Attendance and Absenteeism</a> [PDF, 3 Pages]</li> <li>• <a href="#">Policy on Learner Mental Health and Wellbeing</a> [PDF, 6 Pages]</li> </ul>
Related Resources	<ul style="list-style-type: none"> <li>• Management of Learner Absenteeism Algorithm</li> <li>• Learner Request to Transfer Form</li> <li>• Alternate Provider Letter Template</li> </ul>