

**Policy on 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 policy outlines CCNMEs approach to managing attendance and absenteeism of learners undertaking QQI validated programmes (level 5 – level 8).

## 2.0 Scope

This policy applies to:

Academic Council	Quality Enhancement Committee	Appeals, Complaints, Committees	Programme Board, & Committees	CCNME Programme Teams	Learner
✓	✓	✓	✓	✓	✓

## 3.0 Policy Statement

The CCNME is committed to providing a supportive learning environment which enables learners to achieve their full potential. Attendance requirements are set out in Programme Validation, and it is an expected standard that the learner will attend all classes and programme related activities unless otherwise indicated.

## 4.0 Roles and Responsibilities

	Academic Council	Quality Enhancement Committee	Appeals, Complaints, Committees	Programme Board, & Committees	CCNME Programme Teams	Learner
Responsible for Implementation	✓	✓	✓	✓	✓	✓
Responsible for Monitoring & Review	✓	✓	✓	✓	✓	✓

### 4.1 Academic Council

4.1.1 The Academic Council and its committees oversee monitoring of learner attendance as a vital component of learner retention, progression, achievement and delegate this authority to relevant Committees.

### 4.2 Programme Committees

4.2.1 Oversight of the attendance procedure ensuring that all information relating to learner attendance is up to date and accurate;

4.2.2 Review attendance requirements, and programme information with Quality Enhancement prior to advertising by CCNME Programme Teams (appendix 5);

- 4.2.3 Determine the possible outcomes for the learner as part of the Procedure on Managing Learner Attendance and Absenteeism;
- 4.2.4 Monitors the effectiveness and efficiency of this policy and procedures;
- 4.2.5 Incorporates staff and learner feedback on this learner attendance and absenteeism policy.

### 4.3 CCNME Programme Teams

- 4.3.1 Provide information on programmes as agreed with Programme Committee and Quality Enhancement Committee, which is clear, accurate, objective, up-to date and readily accessible on CCNME online platform in line with HSE requirements on publishing;
- 4.3.2 Ensures the learner is fully aware of their obligations in relation to:
  - 4.3.2.1 Attendance and provides the learner with clear information:
    - As applicants, via programme advertisement;
    - On offer of a place;
    - As learners, once registered on the programme;
    - In the learner programme handbook;
    - On monitoring of attendance records using Learner Attendance Registers/Record.
  - 4.3.2.2 Absenteeism, including the implications and consequences of absences at QQI validated programmes (levels 5-8), (Refer to Procedure on Managing Learner Attendance and Absenteeism).

## 5.0 Document Control

Document Title	<b>Policy on 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
Policy Review	November 2025	
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.gqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf">https://www.gqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf</a> [accessed 30 January 2022].</li> </ul>	
Related Policies & Procedures	<ul style="list-style-type: none"> <li>• <a href="#">Procedure for Managing Learner Attendance and Absenteeism</a> [PDF, 4 Pages]</li> <li>• <a href="#">Policy on Reasonable Accommodation in Assessment</a> [PDF, 5 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 Attendance and Absenteeism Algorithm</li> <li>• Learner Request to Transfer Form</li> <li>• Alternate Provider Letter Template</li> </ul>	