



# St Conleth's Community College

## PLC Attendance Policy – 2016 & 2017

### 1) Introduction

Our experience is that students who achieve the best results in examinations, in securing places in higher education and in employment opportunities are those whose attendance is regular and punctual throughout the year. This also relates to continuous assessment, where absenteeism can result in non-submission, thus a student can miss out on a substantial percentage of a module's grade. This policy is aimed at clarifying the attendance process and procedures so that students know how to maximize their potential in a course even if unforeseen absences occur.

### 2) Policy

- i. Students are required to attend and fully participate in a minimum of 80% of all or each of their time-tabled classes/ modules/ continuous assessments. Where a student drops below 80% attendance, the following may occur, which is at the lecturers discretion:
  - a) Moodle access can be removed.
  - b) Student's can be ineligible to sit an examination or continuous assessment.
  - c) Where student attendance falls below 50%, they will automatically be expelled from the course.
  - d) Grants and BTEA will be cancelled.
- ii. Late entry into a class is not permitted, students will be expected to wait and enter classes at the next change of subject/ module.
- iii. In the event of absence, students must contact the school before 9am on the morning of the absence. A medical certificate is required on the 3<sup>rd</sup> day of consecutive absence and must be presented immediately upon return. (See specific course rules/regulations where applicable). No Medical Certificates submitted in retrospect will be accepted (for attendance or extension requests)
- iv. If a student is not meeting continuous assessment deadlines set by tutors, students will be required to leave the course or module.
- v. If an assignment deadline is missed, due to a significant reason or illness (a medical certificate is required if illness) a student must complete form AB3, located at the end of this policy, and return the form to the office. Please do not approach lecturer to inquire about an extension, as one cannot be granted without the successful submission of the AB3 form. If the request is granted, an extension will be awarded and the lecturer notified.



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Form AB3:

## PLC Extension Request Form

Name: \_\_\_\_\_

Class: \_\_\_\_\_

PPS Number: \_\_\_\_\_

Module: \_\_\_\_\_

Continuous Assessment Title: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for Extension Request: (if more writing space is required, please attach on a separate sheet)

Please attach any information that may aid your application for request for an extension, i.e. medical certificate etc.

**For office use only:**

Examined by:

Granted?

School stamp: