



**SIPTU**

# Attendance Policy

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## Introduction:

At SIPTU College, we are committed to providing a high-quality learning experience for our learners. Regular attendance and punctuality to our classes are essential for our learners to be able to achieve success. In SIPTU, we encourage a collaborative learning environment and approach in our classrooms. Our learner feedback tells us that our learners really value the discussion in the classroom and that this is a key learning opportunity. It is important for learners to be able to achieve the learning outcomes and apply this within their union, workplaces and wider society and regular attendance is a significant feature of being able to achieve this.

This policy relates to all courses, modules and programmes delivered within our College. That is, regardless of whether the training course is certified or uncertified; or delivery mode of the course – blended online or in person.

## Minimum attendance requirements:

Learners at SIPTU College are expected to make every best effort to attend all of their scheduled classes, regardless of delivery mode (blended online or in person). Learners must maintain a reasonable attendance record which we deem as a 70% attendance rate across individual modules delivered as part of a module/course/programme within the college.

## Attendance Monitoring:

The attendance on SIPTU College courses is monitored via an attendance record taken at each of our classes regardless of delivery mode. It is the responsibility of the learner to ensure that they sign into each class that they attend.

## Absence Reporting:

If there is a class that you are aware of that you will be unable to attend, please contact your tutor in advance to notify them and the reason why you will be unable to attend. If there are extenuating circumstances which prevent you from attending our classes over a longer period of time, please contact your tutor or Head of College outlining this and

we will examine on a case-by-case basis how you can be supported. This will be dealt with discretion and compassion.

## Unsatisfactory Attendance:

If you are deemed as having unsatisfactory attendance (below 70%), you will be contacted informally by your tutor in the first instance. Thereafter, you may be invited to a meeting with your tutor and Head of College to determine if there are any additional supports or guidance which you may require. If your attendance continues to fall below the recommended minimum attendance requirements, you will receive a written warning. If there is no improvement in your attendance, you will be withdrawn from the module/programme and will have to re-sit that module in order to be able to go forward for completion. \*

Additionally, should a learner fail to engage with a module over a period of two or more weeks (without contacting the college or their tutor), the tutor will informally contact the learner to determine if there is an issue. If there is no response and/or the learner continues to be absent for a further 2 weeks (4 weeks in total), the college reserves the right to give a learner written notice of their inability to progress with that module. If at this stage, the learner responds with an intention of progression on the programme, they will be given an opportunity to re-sit this particular module at a later date. \*

\* Opportunities to re-sit a module or course will be dependent on timetabling and college schedule, we may not be in a position to offer a re-sit opportunity until the next iteration of the course/programme.

**Appeal:** If a learner is unhappy with an attendance decision, they have the ability to appeal this by written request to the Head of College submitted within 10 working days of receiving the decision.