

PROVIDER NAME:		CCT College Dublin (CCT)	
POLICY AREA:		Standard 9: Learning Resource and Student Support	
Policy and Procedure Title:	<i>CCTP905: Attendance, Punctuality and Leave Policy (Sick leave and unscheduled leave requests)</i>	Policy Number: CCTP905	Version: 2.4
<p>Policy Statement</p> <p>The reputation of CCT and of its graduates depends on upholding the highest standards of teaching, learning and scholarly activity. Learners are expected to attend all classes for which they are enrolled. Regular class attendance and engagement is essential to successful academic achievement. Each learner is responsible for all work from the first day of class and must make satisfactory arrangements with the lecturer regarding any absences.</p> <p>The College advocates a minimum annual class attendance rate of 85%, to help facilitate successful academic achievement and progression. Absences can only be authorised in exceptional circumstances, for example illness and/or personal issues. Supporting evidence and/or documentation must be provided in each case. Where authorised absence is approved, this is normally up to a maximum duration of 2 calendar weeks. For absence of longer periods the College will discuss deferral options as applicable and appropriate.</p> <p>Attendance is critical to facilitate learning and progression, and to help affirm an educational relationship between teacher and learner and the formation of a learning community. Daily monitoring of attendance, with procedures to detect, challenge and record poor levels of attendance, is a strategy to support higher levels of academic performance among CCT learners. Attendance is crucial and often directly related to learner's assessment performance. The links between low attendance and progression or success vary on a case-by-case basis, but in general poor attendance levels correlate with poor progression and success rates. Poor attendance may result in non-progression even if academic marks would otherwise allow for progression (see Procedures section below).</p> <p>CCT lecturers are obliged to accurately record class attendance for all learners. Class attendances are recorded daily. In addition to supporting student retention, progression and achievement, this also facilitates CCT fulfilling its obligation to report individual student attendance to the Department of Justice (Irish Naturalisation and Immigration Service, INIS) for international learners in receipt of a Visa.</p> <p>International learners in receipt of a Visa are reminded of the need to comply with attendance requirements as specified by the Irish Naturalisation and Immigration Service. Failure to do so may result in future Visa requests being denied. Similarly, learners undertaking a programme of study funded through a government initiative or department are required to satisfy the attendance requirements attached to the funding provided.</p> <p>CCT records the attendance of all learners and may use this information to inform decisions relating progression. Attendance data will be retained and destroyed / archived in accordance with the College records retention policy.</p>			

CCT reserves the right to share learner attendance data with third parties where this is directly relevant to the learner's enrolment or funding status i.e. for the purpose of visa or receipt of fees, bursaries, and employer sponsorship which include an attendance requirement for eligibility. In all such cases, learners will be notified of this requirement and, at the point of registration, will be informed of the legal basis for this data sharing.

Definitions and Principles

- **Class attendance:** being present in the classroom (including virtual classrooms) for the duration of scheduled lectures or other learning sessions of the programme the learner is registered on. Attendance enables a learner to engage and actively participate in class.
- **Punctuality:** the 'characteristic of being able to complete a required task or fulfil an obligation before or at a previously designated time'. The general policy approach of CCT lecturers and teachers is to allow a period of 10 minutes for learners to be late to class. However, considering how disruptive a late arrival of a learner to class can be late arrivals and early departure instances are recorded, and counted, with three instances of either equalling one absence.
- **Holidays and Breaks:** those pre-scheduled permitted periods of leave between academic semesters and outside of end of semester examination dates, which take place each academic year. Due to the nature and structure of CCT's higher education programmes, the holidays and breaks tend to be the same periods each year. There are no scheduled classes for public holidays in the Republic of Ireland, each calendar year.
- **Personal Mitigating Circumstances** are defined as those unexpected / unplanned situations which arise that impact on an individual's ability to fulfil certain obligations or impacts on their performance.

Staff Involved

Dean for Administration and Finance, Head of Student Services, Programme Leaders, QA Office, Faculty staff, Dean of Academic Affairs

Procedure Outline / Method(s) used to carry out this procedure	Responsibility of	Evidence generated by this procedure to ensure its effectiveness
<p>1. Information to Learners about Attendance, Sick Leave and Holidays</p> <p>1.1 All learners receive the College Academic Calendar including the key dates for their programme such as examination sessions and holiday dates, through the Programme Handbook provided at induction and also information published on CCT platforms. The induction programme also provides detailed information on expectations and procedures in respect of attendance, punctuality and leave.</p> <p>1.2 All learners must sign the CCT Registration Agreement with Learners which sets out the Policies, and Definitions of Sick Leave and Holidays and Breaks, and the importance of consistent attendance in class.</p> <p>1.3 Learners are made aware clearly that no unscheduled breaks are permitted from term time at CCT, except in circumstances of illness, or close family bereavement, or any other exceptional or mitigating circumstance(s), which could cause a student to take an unscheduled break from term time, but any reasons which form the basis of an application would need to be verified by supporting documentation See Personal Mitigating Circumstances Policy</p>	<p>Faculty Office</p>	<p>Programme handbook Programme calendar Learner agreements</p>

6 Application of Penalties

6.1 The penalty applicable to confirmed cases of attendance infringement is determined by whether the incident constitutes a first or subsequent case of major or severe attendance infringements. The following graduation of penalties aims to ensure that a consistent approach is adopted across all academic programmes:

6.1.1 Warnings for Grade A/B attendance infringements (Minor and Intermediate)

The learner is normally notified and warned each month attendance is below 85% but above 50%, and about the correlation between low levels of attendance and low levels of progression. A consistent record of attendance notifications may be placed on the learner's file and removed on programme completion.

6.1.2 Penalty for Grade C attendance infringement (Major)

For a grade C infringement CCT normally warns learners that CCT may serve a penalty to restrict access to assessment at the end of the semester, if two consecutive Grade C notifications are communicated. A record of the infringement may be placed on the learner's file and be removed on programme completion should this be the only case of major attendance infringement.

6.1.3 Penalty for Grade D attendance infringement, first incident (Severe)

The learner is normally issued with a severe warning, advising of the consequences of low attendance, in relation to progression through the programme. The learner is notified that CCT may apply a penalty to restrict access to assessment at the end of the semester. The learner is also notified that if attendance remains at under 40% following the next monthly attendance review, the learner may be served with a Letter of Suspension, suspending the learner from the programme for the current academic year. A record of the infringement is placed on the learner's file and shall be removed on programme completion should this be the only case of major attendance infringement.

6.1.4 Penalty for Grade D attendance infringement, second incident (Severe)

The learner is normally issued with a severe warning and may be restricted from access to assessment for the current semester, following a review by the Dean of Faculty. The learner is also notified that if attendance remains at under 40% following the next monthly attendance review, the learner may be served with a Letter of Suspension, suspending the learner from the programme for the current academic year. A permanent record of the infringement is placed on the learner's file.

6.1.5 Penalty for Grade D attendance infringement, third incident (Severe)

The learner is normally withdrawn from the College and programme and shall not be permitted to re-enrol until the following academic year (pending outcome of a re-entry admissions meeting between the learner, the Head of Admissions, and Dean of Faculty, (or relevant nominees). A permanent record of the infringement is placed on the learner's file.

Records of all email and letter correspondence between CCT and learners with warning and penalties notifications on attendance infringements

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Faculty Office	Ongoing reviews each semester Annual review for full academic year	<ul style="list-style-type: none"> - Review of monthly summary reports of attendance rates per programme - Review of records of warnings, infringements and penalties - Review of minutes of Programme and Exam Board meetings, along with any other pertinent committee meetings - Review of records of any relevant Academic Standards Board (ASB), and Appeals Board meeting minutes - Review of written records of formal and informal learner feedback

POLICY CONTROL SHEET

Policy Title	Attendance, Punctuality and Leave Policy
Responsible Officer(s)	Dean of Admin & Finance, Faculty Office, QA Office
Issuance Date	June 2025
Effective Date	June 2025
Last Review Date	September 2022
Supersedes	Version 2.3
Next Review Date	August 2026
Designated Reviewer(s)	Dean of Academic Affairs and QA Office
Scope	Internal staff (full and part time); Learners; Appeals Board

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2015	New QA system	Senior Management Team	Head of Academics, College Registrar
Version 2.0	July 2017	Updating of roles and addition of clarifications	Dean of Academic Affairs	QA Committee
Version 2.1	April 2018	Integration of sick leave and authorised absence approval process previously included under separate policy. Revision of the appeals process to reflect the College approach to appeals management.	QA Committee	Academic Council
Version 2.2	September 2019	Edits to reflect changes in organisational structure and roles.	SMT	Academic Council
Version 2.3	September 2022	Updating to reflect new registration system.	QA Office	Academic Council
Version 2.4	June 2025	Removed Section 7 (Appeals) as it duplicates appeals policy	Dean of Academic Affairs	Academic Council

References upon which the Policy section is based

CCT Policy area	Learning Resources and Student Support
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, Relevant QQI Standards and Guidelines
Related CCT Policies / Forms	CCTF111 – Personal Mitigating Circumstances form; CCTP909 – Personal Mitigating Circumstances Policy