

P9 S7 Attendance Policy

Version 1 – Publication Date 18/02/2020 – Next Review Date 18/02/2022

PURPOSE OF PROCEDURE

The Student Attendance Policy has been developed as part of Forus Training's commitment to providing a supportive learning environment which enables all learners who have chosen to study with us to achieve their full potential.

SCOPE

Attendance at Forus Training courses.

POLICY STATEMENT

Attendance is a key component in student retention, progression, achievement and employability. Regular attendance and academic achievement are closely linked. Learners who actively participate in their learning by attending classes regularly are more likely to:

1. Enjoy a rewarding experience in which their knowledge, skills and abilities are developed,
2. Successfully complete their course,
3. Achieve better results.

POLICY IMPLEMENTATION

Forus Training expects all of the learners to have full attendance in order to successfully complete their course. Attendance which falls below 80%, where there are no extenuating circumstances, is not acceptable. Absence for reasons covered by a medical certificate fall outside minimum attendance requirements. Absence includes coming late to class or leaving early before the scheduled time.

Every course requires a commitment to attend all parts of the programme on offer fully and punctually.

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Before the event, the learners are inducted into the Attendance Process. During sessions learners sign in on Attendance Record. Attendance records completed are signed by the trainer. After the session the trainer e-mails a copy of the attendance following the session to attendance@forustraining.ie

It is the trainer's responsibility to maintain the programme schedule starting classes on time, for example;

- Any changes to the schedule need to be notified to the office, in writing in advance to operations@forustraining.ie eg. finishing a session earlier than scheduled,
- Attendance is compulsory for all timetabled sessions (classes) and some examining bodies have a requirement of a minimum number of attendances e.g. QQI 80%,
- Where there is no stated requirement the Forus Training looks for attendances in excess of 95% unless there are acceptable and agreed reasons for less, for example, illness or bereavement,
- If possible, learners must ask the trainer in advance by e-mail for permission to be absent for known events, e.g. holidays and medical appointments and explain promptly all absences to their trainer upon their return,
- Where considered necessary, for learners under 18, the class trainer may ask for confirmation by parents or guardians – informing the learner that this is being done,
- A medical certificate may also be required for long absence due to sickness,
- If a learner is receiving support in the form of funding an absence must be authorised and where applicable evidence reported to the grantor by the tutor.

If learners are absent, the following occurs:

Full time learners:

- Trainers will follow up absences,
- Learners are expected to telephone Forus Training using (on 044-9349400) by 10:00 am on their first day of absence,
- If a call has not been received by 9.30 am on that day, Forus Training reserves the right to contact the learner at home to make enquiries,
- Those learner's whose attendance pattern is inconsistent may be referred to certification@forustraining.ie via the P9 S6 Potential Improvement Notice (PIN) Learner Form,

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- Your trainer will explain fully the attendance/absence procedure for your course at induction,
- This process will be monitored,
- Poor attendance will result in P9 S6 Potential Improvement Notice (PIN) Learner Form being issued to the Learner and / or a learner's place on the course being put at risk,
- On Longer programmes > 3 months in duration vulnerable learners will be given the support of a mentor as required,
- Non completion form P9 S7 C8 <https://drive.google.com/drive/u/2/search?q=p9%20s7> will be completed by the course trainer after the criteria for non-completion have been met - unless some extenuating circumstance has been disclosed and an individual programme agreed.

The following classifications are useful:

1 Withdrawal	1.1 Withdrawal / Cancelled >30 before commencement
	1.2 Withdrawal / Cancelled <30 before commencement
	1.3 Withdrawal / Cancelled Postponement
2 Non Completion	2.1 Non Completion - Drop-out
	2.2 Non Completion - Deferred
	2.3 Non Completion - Duplicate Registration
	2.4 Non Completion - No-Show

Part-Time Learners

- The course trainer should ensure that all learners who do not attend the course after one absence are contacted by Forus Training,
- Where the absence persists, the course trainer should follow up with a template email, available on administrate or a second telephone call,
- If absence continues for 3 weeks the trainer should flag the learner for non-completion to accounts@forustraining.ie and certification@forustraining.ie.

Specific Processes

- Learners who are in receipt of Government Funds to participate in the course are expected to maintain excellent attendance unless they have an approved authorised absence.

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Employer Sponsored

- If you are employer / government sponsored through a grantor - Forus Training is obliged to inform your employer if you fail to attend class,
- All attendance is reported via Administrate.

There are regular reviews of students' progress on their programme, including attendance, completion of assessment requirements and academic achievement, and appropriate action is taken to support students in achieving their academic aims. In the event of unsatisfactory attendance, Forus Training is committed to advising students of the support available to them.

Blended Learning Attendance.

Trainer to use interactive strategies / tools

- Breakout sessions
- Use of whiteboards
- Polling
- Chat panel
- Raising hands

Consequence of Unsatisfactory Attendance

Issue of a PIN notices / Reminder template emails

The learner will be informed by e-mail that their attendance has been unsatisfactory. The learner is required to set up a meeting with their trainer a record of the outcome of this meeting is sent to certification@forustraining.ie

Synchronous or Asynchronous training - If the learner is not in attendance then they're sent a weblink to the recorded session. If this has to happen due to some circumstances that make that absence then the learner will have to produce 250 words as a synopsis of each session that they have attended

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asynchronously. When the person is invited to attend asynchronously they receive a reminder of the 250 word synopsis that they have to submit to their trainer along with the link - facilitated by e-mail template.

ROLES AND RESPONSIBILITIES

It is the responsibility of everyone involved in Forus Training examination processes to read, understand and implement this policy.

CONTACT INFORMATION

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