

Summary of Attendance Policy

School of Nursing & Midwifery UCC Academic Year 2019/2020

In order to register as a Nurse, Midwife or Public Health Nurse on completion of the BSc (Hons) Nursing/BSc Midwifery programme, Postgraduate Diploma in Public Health Nursing, the Head of School, or designated person, and the Director of Nursing/Midwifery or designated person, is required to certify that a student has satisfactorily completed all elements of the programme, both theoretical and clinical in line with the Requirements and Standards (NMBI 2015/2016) (Nursing and Midwifery Board of Ireland). The following summarises the main points of UCC School of Nursing & Midwifery's attendance policy.

1. Attendance will be recorded on a cumulative year on year basis, and will be available to those designated with the responsibility of certifying students' completion of course requirements for the purposes of registration.
2. Students are required to attend all lectures, tutorials, practicals or other elements as per the scheduled timetable.
3. As **patient safety** is the primary concern of the School of Nursing and Midwifery, access to **clinical placements may be withdrawn, should attendance fail to improve.**
4. Students can track attendance by accessing the ARC attendance reporting system (See Attendance Policy: <https://www.ucc.ie/en/nursingmidwifery/students/theory/>)

5. Procedure for Recording Judgements

- 5.1 A report will be generated mid-semester and at the end of each semester (except for Year 3 Semester 1 which is of 3 weeks duration) by the Executive Assistant for Attendance; it will be thoroughly checked for inconsistencies.
- 5.2 This report will be circulated to the Year Co-ordinator and Programme Leader/Postgraduate Diploma Co-ordinator level.
- 5.3 This report will be reviewed and prepared for discussion at the relevant BSc Nursing/BSc Midwifery Undergraduate Committees and Postgraduate Diploma in Public Health Nursing Board of Studies at the end of each semester and year of study.
- 5.4 A judgement of **Satisfactory**, **Borderline** or **Unsatisfactory** will be recorded for each semester.
- 5.5 An overall judgement based on cumulative attendance for the year of study will be presented and agreed for each student at the special meeting of the undergraduate committee in May of each year.

- All students with attendance between 70 – 100% will have a **Satisfactory** judgement recorded.
- All students with attendance between 50-69% will be judged as **Borderline** unless evidence of mitigating circumstances, for example certified absence, is provided.
- All students judged **Borderline** will receive a letter detailing the cumulative attendance, stipulating conditions for improvement and outlining the consequences of failure to improve.
- All students with attendance of **less than 50 %** will be judged as **Unsatisfactory** unless evidence of mitigating circumstances for example certified absence is provided.
- All students judged to be **Unsatisfactory** will receive a letter requiring them to **attend a meeting** with the Programme Leader/Postgraduate Diploma Co-ordinator level. At this meeting the student's attendance record will be reviewed, conditions for improvement will be stipulated and the consequences of continued unsatisfactory attendance outlined.

- 5.6 At the end of the programme of study a judgement will be entered at the relevant Board of Studies. This data may be brought to the attention of the relevant examination board.
- 5.7 This judgement will relate to the student's attendance record with respect to meeting the requirements and standards for application to the professional register.
- 5.8 These judgements will be recorded on the student's file and will be referred to as required for the purposes of academic references.
- 5.9 **An overall cumulative judgement of *Borderline or Unsatisfactory Attendance* over the duration of the programme may result in the non-signing of the application for professional registration** by the Head of School/designated officer.
6. Absence due to extenuating circumstances will be treated according to School attendance policy and will be entered as such into the attendance system on receipt of appropriate documentation.
7. Recording of attendance is based on the scheduled timetable. Swipes are matched to the module code, the room location, time of class and the lecture or tutorial group. For a swipe to be successful it must occur:
- **Not more than 10 minutes in advance of scheduled start of class.**
 - **Not more than 10 minutes after scheduled start of class.**
 - **In the room that the class is scheduled.**

Attendance in rooms without swipe access will be recorded via a **mobile reader/sign-in sheet** facilitated by relevant lecturers.

8. **Please note, for 1st years or transfer students:** if, at the beginning of term, circumstances outside of your control result in a delay in receiving your student identification card, take the following action:
- Go to Administrative Office of the School of Nursing and Midwifery (G03) and obtain **Attendance Recording Form 1 (blue form)**
 - Complete form for each individual class taking care to complete all details.
 - Request lecturer to sign form at the end of the class.
 - Return the form to the G03 submission box each day.
 - Complete a new form each day.
 - These forms are only available for the **first three weeks** of semester one.
 - Attendance will be recorded for the sessions outlined.
9. In the event of queries with respect to the on-line attendance records, students are required to email the Executive Assistant for Attendance *within 10 working days of the queried class*.
10. Students must attend the class scheduled for their allocated tutorial group (a,b,c,d,e,f,g,h). If you attend another group, your swipe will not register for attendance purposes as recording is based on room allocation and group allocation.

11. Accountable Absences

Students who are absent due to extenuating circumstances (see list below), need to complete **Attendance Recording Form 2 (peach coloured form)**, attach supporting documentation and submit to the G03 submission box **within 3 working days** of the class. However, please note that attendance will not be recorded for these absent hours but will be highlighted as a certified sickness or an accounted absence to reflect the specific circumstances. This information will be retained on the student record, and will be reviewed, as necessary.

Extenuating Circumstances List

- A) Death of parent/guardian, sibling, spouse, child (or person to whom the student is *in loco parentis*),
- B) Death of mother-in-law, father-in-law, grandparent/grandchild or any person who was habitually resident in the home of the applicant.
- C) Debilitating illness/condition.
- D) Circumstances **outside the control of the applicant**, which make it legally or physically impossible for the student to attend the class.

12. Lecturers may choose to carry out occasional spot-checks of attendance using a sign-in sheet. This can be cross-checked with the swiped record of attendance.

13. Any **abuse** of the mechanism for recording attendance will be deemed to be a serious disciplinary matter and will be managed in line with the **Attendance Recording Disciplinary Procedures** (included in policy). This includes:

- Misuse of own identification card of another student's identification card.
- Swiping in for another student or been swiped in by another student.
- Swiping into a class but not attending.
- Deliberate falsification of documents.
- Forgery of signatures.

This is a summary document only and does not constitute the policy. **Given the implications of this policy, it is in all students' interest to read and understand the full policy.** Students are strongly advised to contact relevant lecturing staff if they have attendance concerns or difficulties.

Director of Undergraduate Education – August 2019