

IFY Student Attendance Policy and Monitoring Report

1. Attendance Expectations

- Students are expected to maintain a minimum of 85% attendance across all modules.
- Attendance includes lectures, labs, and clinics.
- Punctuality is part of attendance - repeated lateness will be recorded and addressed.

2. Recording Attendance

- Attendance is recorded daily by teaching staff using google sheets and student sign-in sheets.
- The School Coordinator checks and verifies attendance daily to ensure accuracy.
- Verified attendance is transferred by the School Coordinator to a master attendance tracker (WIP).
- Each student has view-only access to their individual attendance record via a personal google sheet shared through a secure link.
 - Students can view their attendance percentage and any absences recorded.
 - Editing rights are restricted to administrative staff to ensure data integrity.
- Access to attendance data complies with GDPR and DCU International Academy's data management policies.

3. Monitoring and Reporting Procedures

- **Stage 1 - Warning (Below 85%):** Student receives an email reminder and is encouraged to improve.
- **Stage 2 - Concern (Below 80%):** Meeting arranged with Acting Manager to discuss reasons and agree on an action plan.
- **Stage 3 - Critical (Below 70%):** Student given a formal warning, possible referral to School Director.

4. Review and Continuous Improvement

- The Attendance Policy and monitoring procedure are formally reviewed annually as part of DCUIA's Quality Assurance.
- Updates to the policy are based on feedback from staff and students, analysis of attendance patterns, audit recommendations, visa requirements, and best practice in international foundation programmes.