



Dublin International Study Centre

Punctuality and Learner Engagement Policy

Contents

Punctuality and Learner Engagement Policy.....	3
Document Control.....	4

Punctuality and Learner Engagement Policy

1. DISC promotes punctuality as a core element of learner engagement, academic integrity, and professionalism. Learners are expected to arrive on time for all scheduled academic and support activities, including classes, tutorials, workshops, assessments, examinations, and scheduled appointments.
2. Late arrival disrupts the learning environment and may negatively impact learner progression, assessment eligibility, and (where applicable) visa compliance.
3. For the purposes of attendance monitoring:
 - Learners arriving within 1–15 minutes of the scheduled start time are recorded as Late and counted as attended.
 - Learners arriving more than 15 minutes late may be refused entry at the discretion of the lecturer and will normally be recorded as an Unauthorised Absence, unless valid mitigating circumstances are approved.
4. All learners must maintain a minimum attendance rate of 85%, in line with programme regulations and Irish immigration requirements for non-EEA learners.
5. Patterns of persistent lateness are monitored and addressed through a staged intervention process, which may include informal support, formal warnings, referral to Programme Management, and escalation under DISC's disciplinary procedures where necessary.
6. Mitigating circumstances are considered on a case-by-case basis in accordance with the DISC Mitigating Circumstances Policy.
7. Staff are responsible for clearly communicating punctuality expectations, accurately recording attendance and lateness, and referring ongoing concerns through appropriate academic and student support channels.

Document Control

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