

ATTENDANCE AND ABSENCES

FOR UNDERGRADUATE DIETITIANS

Recording attendance

Students must:

- Keep an Excel spreadsheet of start and finish times every day

Student Coordinators must:

- Complete an Attendance Log on the last day of placement and email/post this to Trinity

White time

Students should be given at least 1h (max. 2h) per week or per fortnight for self-directed learning

Permissible absences

Serious or contagious illness

- Students must contact Trinity by phone. Trinity will follow up with Coordinator and PE
- A medical certificate is required for absences of 3 days or more

Non-routine medical appointments

- This includes consultant appointments
- A letter from the clinic (not a medical certificate) must be provided to Trinity

Exceptional circumstances

- This includes exceptional personal circumstances, e.g. bereavement
- Students should give Trinity as much notice as possible of this type of leave
- The amount of leave permitted will be negotiated on a case-by-case basis

If necessary and/or possible, arrangements to account for permissible absences will be made

Non-permissible absences

- Routine medical and dental appointments
- Holidays
- Unspecified or other leave

Absences and tutoring

When a student is absent on a day set aside for their Practice Tutor, the tutoring is not made up. Simply resume as normal the following week

Absences and placement documentation

Documentation to be completed for the week will be clarified by Trinity on a case-by-case basis

