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## Attendance Policy & Procedures

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The policy and procedures are designed to monitor students' attendance includes the following:

1. All absences must be supported by valid medical certificates from approved medical practitioners. Students are to submit their medical certificates to the School within 2 working days from the last day stated on the medical certificate.
2. Only approved leave of absence such as medical leave with medical certificate issued by approved medical practitioner and official leave (e.g. Representing school in official event, etc.) can be considered as part of the attendance.
3. Students who are unable to attend class should inform the School in advance if possible.
4. Teachers shall take physical attendance for students with the attendance sheet and sign on it.
5. Each week, the attendance will be compiled and submitted to management.
6. The attendance database will be kept updated and accurate. The records of each student will only be removed after he or she has graduated.
7. The attendance requirements for students are 90% for full-time international students (as required by ICA) and 75% for part-time local students. This is communicated to students at the start of the course via website, student handbook, orientation.
8. Students who fail to meet the requirement without any valid reason will be counseled and may also face disciplinary actions such as expulsion.
9. Student's Pass holders who fail to meet the attendance requirement will have their student passes canceled and shall have to return to their home countries.
10. The School shall also inform the parents/guardians of International students who fail to meet the attendance requirement or have high absenteeism rates.
11. The School shall take intervention action for students who have high absenteeism rates. Intervention action may include personal or/and group counselling for students, advice for parents/guardians, close monitoring, daily reporting to counsellor, incentives, sanctions, sending students to attend workshops on time-management etc.