

## **Attendance Policy & Procedure**

1. Students are required to report to the classroom before the lesson starts.
2. Students who are not in the classroom by the time that lesson starts will be considered late.
3. Every latecomer will be recorded.
4. If a student is late by more than 30min, he or she will be mark as 'absent' for the lesson.
5. For International Students, Medical certification (MC) must be provided as a proof of absenteeism, all other documents are to be consider case-by-case basis.
6. Attendance is compulsory, The attendance requirements for students are 90% for full-time international students (as required by ICA) and 75% for local students.
7. Pupils who are absent without valid reasons will be regarded as having committed truancy, which will subject to disciplinary actions.
8. Students need to seek permission from the teachers for leaving class early.
9. Warning letters will be issued to students whose attendance fall below 90% (student pass holders) and 75% (non-student pass holders) in any given months.
10. According to ICA, you are required to attend classes regularly. If you fail to meet the attendance requirements, your Student's Pass is liable to be cancelled. The letter of cancellation will be sent to your place of residence as registered with ICA. Remaining in Singapore unlawfully after the cancellation of your Student's Pass is an offence under Section 15 of the Immigration Act and you would be liable for prosecution.