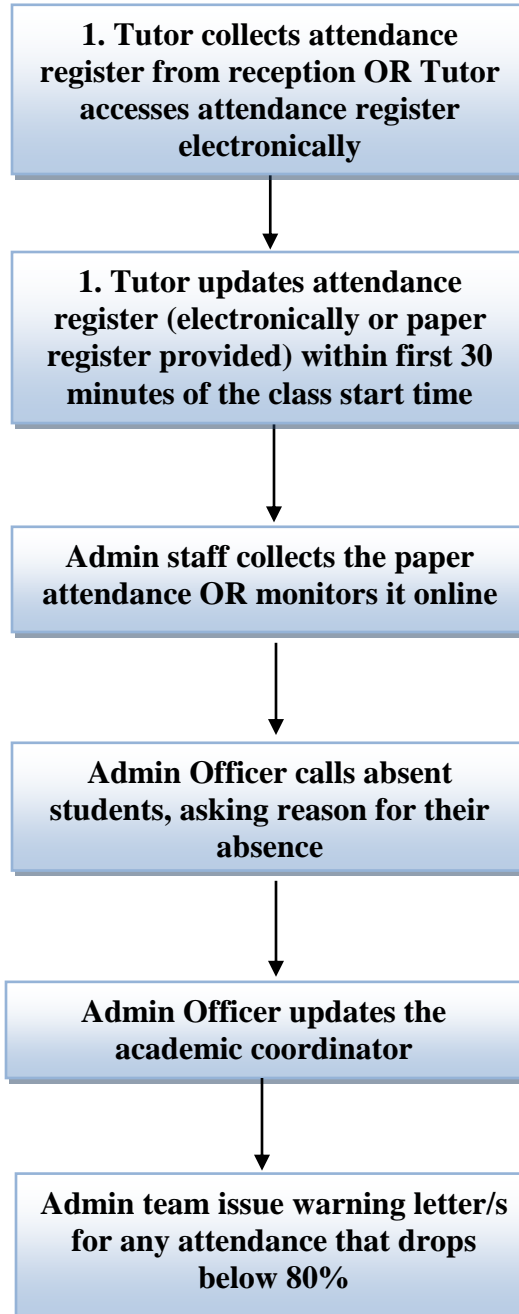


ATTENDANCE POLICY / PROCEDURE

(Non Tier 4 Procedure)



Excused Absent Policy:

1. Students, who cannot attend the lesson, must inform either their respective tutor or the admin staff through text messages, email, phone call or in person.
2. Students who fail to inform of their excused absences, will be given formal warnings.

Attendance Policy:

1. Students coming within 10 minutes of the start time will be marked as present.
2. Students coming between 10-20 minutes from the start time will be marked as late.
3. Students coming later than 20 minutes will be marked as absent.
4. Three late attendance count as one absent in a month.
5. Attendance dropping below 80% will result in issuance of warning / termination letters.