

ATTENDANCE POLICY / PROCEDURE

1. Tutor collects attendance register from reception / Tutor accesses attendance register from my cloud drive



1. Tutor updates attendance register (on Mycloud drive or paper register provided) within first hour of the class start time



Admin staff collects & monitors the attendance 1 hour after the class start time



Admin Officer calls absentstudents, asking reason for non attendance



Admin Officer updates academic coordinator

Excused Absent Policy:

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

Attendance Policy:

1. Students coming within 15 minutes of the start time will be marked as present.
2. Students coming between 15-30 minutes from the start time will be marked as late.
3. Students coming later than 30 minutes will be marked as absent.
4. 3 latenesses count as one absence in one month.
5. Attendance dropping below 80% will result in issuance of warning / termination.