

ATTENDANCE POLICY PLAIN LANGUAGE SUMMARY

Policy Statement

What is the policy?

It is important for learners to **attend** classes. It is important for learners to come on time. These are important in order to be successful in your program.

Attend and **attendance** mean come to class.

Each program may have its own **attendance** policy.

Purpose

What is the policy for?

- Learners are responsible for their own learning. They are responsible for following attendance requirements. They are responsible for coming to school on time.
- Learning and academic success are improved by regular **attendance**.
- Missing school and being late can have a negative effect on learning. They can also have a negative effect on other learners because of group work. Missing school can create safety problems for learners and clients, especially in labs and work placements.

Main Objectives

What are the goals of the policy?

1. Attendance means coming to class and all program or course activities. It also includes being on time.
2. Instructors record attendance for learners in face-to-face courses. Instructors may record attendance in other courses too.
3. Instructors will record attendance in the computer system. This is the official record of attendance.

4. Learners will be told about requirements for attendance and coming on time. These requirements will be in department handbooks or course outlines.
5. It is the learners' responsibility to know the attendance requirements for their program or course.
6. Learners who get **funding** are responsible for following any extra attendance requirements.

Funding is money you get to study.

7. Attendance requirements and penalties may be different for each learner depending on what kind of **funding** they have.

8. All absences are either **excused** or **unexcused**:

- a. **Excused absences** are absences that the learner cannot control or the instructor has approved. They include:

- i. medical appointments that you cannot make outside of class time
- ii. when you are sick
- iii. when a family member is sick or has a medical appointment and you have to take care of them
- iv. accident
- v. religious holiday
- vi. going to an activity, meeting, or event approved by the College
- vii. going to a funeral
- viii. going to court
- ix. sudden problems with transportation

An **excused absence** is when you miss school for an approved reason.

- b. **Unexcused absences** are absences that have not been approved before they happen, or do not appear in the list above. They include:

- i. personal vacations or trips
- ii. work which is not part of the learner's program
- iii. doing things for fun
- iv. shopping
- v. babysitting

An **unexcused absence** is when you miss school for an unapproved reason.

- c. The instructor or coordinator will review all absences.
- d. Learners may need to show documents for absences. Documents may include:
 - i. medical appointment card

- ii. doctor's note
- iii. police report for an accident
- iv. written document that shows you attended a meeting, event, or activity approved by the College

9. If you are absent from classes for more than 15 days in a row you will be **withdrawn** from school, even if they are excused absences.

Withdrawn means you may no longer go to your class or program.

10. If you don't follow the attendance requirements, you may be **withdrawn** from your program or course.

11. The Dean makes the decision to **withdraw** a learner for missing too many classes. The Dean will look at attendance, grades, and how the absences affected other learners.

12. If you are **withdrawn** because of attendance, you may **appeal** the decision.

If you **appeal** a decision, you ask the College to look at the decision again.

13. If you are **withdrawn** because of attendance, it will be written on your permanent record.

14. Agencies that give **funding** to learners may have their own penalties if you miss too many classes.

15. If you are **withdrawn** from a program because of attendance, you are allowed to apply again to the program or a different program, but you have to wait 12 months (one year). The 12 months start on the date you were **withdrawn**.

16. If you are **withdrawn** because of attendance and you are studying in a program again, you might have to be on probation. This means there will be extra attendance rules for you.