

ATTENDANCE MONITORING 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 25 mins of the class start time

Admin staff collects & monitors the attendance 25 minutes after the class start time

Admin Officer calls absent students, asking reason for non attendance

Admin Officer updates academic coordinator

Academic coordinator updates digital register

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 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. 3 lateness's count as one absence in one month.

5. Attendance dropping below 80% will result in issuance of warning / termination.