

<b>SEA Logo</b>	<b>Policy Name:</b>	<b>Attendance Policy</b>			
<b>Stakeholders:</b>	Academic Affairs– Student Affairs -Trainees- Trainers	<b>Department</b>	<b>Student Affairs</b>	<b>Policy Code:</b>	
<p><b>1. Policy Statement</b> A trainee is required to abide by the below stated attendance policy and class rules whereby Absent students miss knowledge and cannot contribute their unique perspectives to class discussion or other group work. Absence limit of each course is 20% of the course’s contact hour including excused and unexcused absences.</p>					
<p><b>2. Objectives of the Policy</b></p> <ul style="list-style-type: none"> <li>- Setting high expectations for attendance and punctuality at all scheduled classes</li> <li>- Working in partnership with students and, where applicable, their parents and employers, to ensure good attendance and punctuality</li> <li>- Embedding a culture of reliability and commitment</li> <li>- Monitoring and taking action to improve attendance and punctuality where necessary</li> <li>- Verifying that individual trainees are complying with education regulations relating to compulsory attendance</li> </ul>					
<p><b>3. Procedures:</b></p> <ul style="list-style-type: none"> <li>• During the Induction sessions, trainees are oriented on the Attendance Policy which will be added to the Trainee Handbook</li> <li>• The Academy expects 100% attendance and punctuality at all scheduled classes including online classes, workshops, mandatory field trips and activities, etc.</li> <li>• Attendance will be regularly monitored throughout trainees’ learning time</li> <li>• Failure to maintain good attendance will be dealt with as per the policy</li> <li>• Where absences/lateness can be foreseen in advance, the trainee should notify the Academy via an email to the Trainee Support Services Officer</li> <li>• For unforeseen absences, such as illness, the trainee must inform the Trainee Support Services Officer as early as possible on the first day of absence</li> <li>• Trainees have absence limit of 20% of each course scheduled classes including excused and unexcused absences due to medical or non-medical reasons.</li> <li>• A trainee receives three “Absence-Warning” emails issued by Employers Relations Officer specifying the percentage of absences as per to date in the course according to the following schedule: <ul style="list-style-type: none"> <li>➤ A first “Absence-Warning” email is issued when the trainee’s absence in any course reaches 10% of the total number of hours.</li> <li>➤ A second “Absence-Warning” email is issued when the trainee’s absence in any course reaches 15% of the total number of hours.</li> <li>➤ A final “Absence-Warning” email is issued when the trainee’s absence in any course reaches 20% of the total number of hours.</li> <li>➤ If the trainee absenteeism % exceeds 20% of the total number of hours in any course the relevant employer is informed of the situation and a joint decision is taken regarding the relevant trainee as follows: <ul style="list-style-type: none"> <li>➤ Granting the trainee the opportunity to continue attending the identified course after signing a statement that he would not be absent any more during the remaining time of the course during which the trainee’s attendance will be monitored closely. In case he/she is continuing to be absent, he/she will fail the course</li> <li>➤ Failing to abide by the attendance rules will result in issuing the trainee a notification of disqualification from the relevant course and he/she will not be allowed to sit for the final exam and will get a grade of “FAIL”.</li> </ul> </li> </ul> </li> </ul>					

