

| Policy | |
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| Attendance Policy | |
| 1. Policy Statement | Regular classroom attendance is not only an essential ingredient for academic achievement but also a fundamental building block for success after graduation. Instructors and administration document attendance at the beginning of each class and students are expected to be present and on time for all scheduled classes. |
| 2. Purpose | This policy defines SAE's approach to the monitoring, recording, and administration of attendance. |
| 3. Scope | This policy applies to staff and students of SAE Institute Inc. operating as SAE Institute Inc. DBA: SAE Institute Vancouver, SAE Vancouver. "Student" means a person who is presently enrolled at, and if applicable, including students participating in work experience placements. |
| 4. Associated Policies & Procedures | |
| 5. Associated Documents | <ul style="list-style-type: none"> ● Private Training Act ● Private Training Regulation |
| 6. Policy | <p>6.1 Overview SAE will maintain accurate and true records of student attendance in line with relevant legislation. SAE requires that students attend as many classes as possible to ensure their success in the program.</p> <p>6.2 Recording Attendance SAE Instructors document attendance at the beginning of each class, and attendance will be monitored by the Administration. At the end of any week where instruction is given attendance records will be updated. A copy of student attendance will be retained on the student record.</p> <p>6.3 Attendance & the Recording of Hours Student attendance records are used for the purposes of generating a record of the number of hours of instruction the student attended each day in an approved program of instruction. SAE applies the following calculation method of hours to student attendance;</p> <ul style="list-style-type: none"> ● Present - a student who arrives on time and attends the full scheduled class will have the full-time allocation applied to their attendance record for that class, that week. ● Late - a student who arrives 30 minutes or later to a class will be marked absent and will not have any scheduled time added against their attendance record for that class and that week. ● Left Early - A student who leaves class prior to the conclusion of instruction will have their fund allocation revised, unless mitigating |

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| | <p>circumstances apply.</p> <p>6.4 Notification of an Absence Notification of an absence must be given by the student to their instructor or the Administration via phone call or email.</p> <p>6.5 Mitigating Circumstances A student with approved mitigating circumstances such as documented illness, bereavement will have their attendance record omitted from the weekly hour's calculation for the course and class that they have been excused from.</p> <p>6.6 Attendance Requirements The instructor and/or Senior Academic Administrator will monitor student attendance regularly. Students are required to maintain the following attendance requirements;</p> <ul style="list-style-type: none"> • Students are not allowed to miss more than 10 unexcused classes per term (mitigating circumstances). When the limit of allowable absences is being approached the student will receive written notice. If attendance issues continue after a written warning has been issued, the student may receive an automatic failing grade and/or be removed from the course/program. • Students who drop below 60% attendance for three consecutive weeks or drop below 12 hours for three consecutive weeks, will be dismissed from the program. • Students receiving Student Aid are not permitted to miss more than 20% of the prescribed course load. Students who miss more than 20% will be reported to Student Aid, and their funding will be revoked or become immediately due. <p>6.7 Errors & Omissions If a student becomes aware of an error or omission to their attendance record, they must contact SAE to correct their record.</p> |
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Administrative Information & Version Control

| Date | Summary of Changes | Approved by |
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| 01/02/2017 | Initial Version | |
| 30/05/2019 | Revised for new format & definition of attendance codes added. | L.McMillan. Dean. |