



TYPE: POLICY

SUBJECT: **PERFORMANCE & ATTENDANCE POLICY**

REFERENCE: LWPO5

DATE OF POLICY: 1<sup>st</sup> October, 2020

LAST REVIEWED:

APPROVED BY: Board of Directors

POLICY

**PERFORMANCE & ATTENDANCE POLICY**

**A. POLICY & SCOPE**

Participation/Attendance to lecturing sessions in the traditional formal sense and online learning (whether synchronous or asynchronous) is an individual student responsibility. Learning Works expects students to attend/participate in all learning activity and to complete assessments in time.

Learning Works takes stock of attendance rates and adopts a policy of minimum 80% attendance/participation rate for each module of study. If students fail to reach the 80% threshold, the module of study is graded as failed.

In addition, Learning Works takes into consideration the importance of student performance during their studies. Performance is regularly monitored by academic staff and administration staff at Learn.

**B. SPECIAL CIRCUMSTANCES**

LW applies an internal mechanism to consider special circumstances for students' participation/attendance. Students are required to inform their respective teaching staff member in any of the circumstances listed below in order to be recorded as excused.

1. Participation in an event/activity as part of a national activity
2. Death/Major illness of close family member of student
3. Legal proceedings
4. Participation in approved events/activity of Learning Works
5. Injury/Illness of student

The 80% threshold also holds when special circumstances activities are accounted for.

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