



TYPE: Policy
SUBJECT: PERFORMANCE & ATTENDANCE POLICY REFERENCE: LWP04
DATE: 1st October 2020
LAST REVIEWED: 1 st October 2021
APPROVED BY: The Board of Directors
<p>POLICY AND SCOPE</p> <p>Attendance during in-class lecturing sessions and during online learning (whether synchronous or asynchronous) is an individual student responsibility. Learning Works however, expects all students to attend regularly and punctually for all learning activities and to complete assessments on time. Students attending face-to-face courses will be given a five-minute grace period at the start of the session at the discretion of the lecturer. Learning Works keeps a record of attendance rates and adopts a policy of minimum 80% attendance/participation rate for each course. If students fail to reach the 80% threshold, the final certificate will not be issued.</p> <p>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 Learning Works</p> <p>SPECIAL CIRCUMSTANCES</p> <p>Learning Works applies an internal mechanism to consider special circumstances for students' participation/attendance. Students are required to inform their respective teaching staff</p>

member in any of the circumstances listed below to be recorded as being excused. In the below cases, students need to provide proof substantiating their claim.

- Participation in an event/activity as part of a national activity;
- Major illness of close family member of student;
- Legal proceedings;
- Participation in approved events/activity of Learning Works;
- Injury/Illness of student.

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

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CEO