



TYPE: Policy
SUBJECT: PERFORMANCE & ATTENDANCE POLICY REFERENCE: LWP04
DATE: 1st October 2020
LAST REVIEWED: 22 nd June 2022
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's responsibility. Learning Works, however, expects all students to attend regularly and punctually for all learning activities and to complete assessments on time. Students will be given a five-minute grace period at the start of the session at the discretion of the lecturer.</p> <p>Learning Works keeps a record of attendance rates and adopts a policy of a minimum 80% attendance/ participation rate for each course. Students who are aware that they will not be able to attend a session are to inform Learning Works three days ahead of the session in question giving details of the reason for their lack of attendance.</p> <p>If students fail to reach the 80% threshold an <i>ad hoc</i> board will be set up to determine whether the student had valid reasons that prevented her/ him from fulfilling this demand. Valid reasons for failing to reach the said threshold include the special circumstances indicated further down in this document.</p>

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

SPECIAL CIRCUMSTANCES

Learning Works applies an internal mechanism to consider special circumstances for students' participation/attendance. Students are required to inform their respective teaching staff members 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 a close family member of the student
- Legal proceedings
- Participation in approved events/activities of Learning Works
- Injury/Illness of the student
- Exigencies related to the individual's work/place of work.

END OF DOCUMENT
