

Attendance Policy (Professional Year Program)



Date Updated:	20/08/2014
Approved by:	
Responsible Faculty/Department:	Academic Director, PYP Coordinator
Related Documents	Student Handbook, Student Academic Support and Progress Policy and Procedure
Related Forms	
Date of Next Review:	2016

1. Scope

This policy extends to all staff and students of The William Light Institute (TWLI) who are involved in the Professional Year Program (PYP).

2. Policy

Attendance is an essential part of the Professional Year Program. Students who are enrolled in the TWLI Professional Year program are required to maintain 100% attendance at all classes and 100% attendance in any work placement modules.

Students will receive warning letters before they are excluded from the program and / or reported to the authorities. TWLI will give students every opportunity to rectify any poor attendance records, and will provide advice and counseling whenever needed.

Warning letter/ e-mail reminder will be sent to students when:

- They have been absent for one day class, without any medical certificate or extenuating circumstances.
- Fail to participate in class activities or submit an assessment
- Two warning letters will be sent before a final exclusion letter is issued. Students will be given every opportunity to rectify poor attendance or revise poor assessments.

Students will be excluded from the program when;

- They have failed to rectify an attendance level after 2 warning letters. Students are warned at the beginning of a semester and are given the rest of that semester to rectify their attendance level.

Students wishing to take leave or defer must obtain a request for deferment form from reception. They must also arrange with their teacher alternative ways to complete their unit of study.

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2. Attendance Monitoring Procedure

- All teachers register their students' attendance every time a class is held. When a student is more than 30 minutes late, their time of arrival needs to be recorded on the attendance sheet; similarly if students leave class early the time of departure needs to be recorded.
- All teachers submit the attendance record to TWLI Administrative Staff to be recorded in the TWLI Student Attendance Record.
- The PYP Coordinator checks the summary of the attendance record weekly to see if there are any attendance issues.
- Letters/E-mail of warning are sent in the following cases:
 - where a student's attendance has fallen below 100%
 - where students have been absent without a medical certificate
 - where a student is not making satisfactory progress in their coursework
- The warning letter reminds students of their obligation as a Professional Year participant. Where students have not rectified their attendance issue, a second letter is sent. The first two letters warn the student and refer them to the PY Coordinator.
- The third letter indicates that they will be reported to the professional body if they have not rectified the problem, they will be asked either to defer or be excluded from the program
- Students are encouraged to discuss any issues with their teacher or PY Coordinator to rectify absenteeism.

Students in conjunction with their facilitators (or PY coordinator) develop strategies to complete the coursework they have missed.

Version Control	Date Revised	Revised by	Amendment
1	August 22, 2014	R Abadia	