

Academic

Policy:	Attendance
Approved By:	Board of Directors
Date of Approval:	09 February 2022
Review Date:	09 February 2024
Policy Owner:	Quality Assurance Manager

Purpose

- Attendance to all class meetings is mandatory.
- Attendance is recorded and records are maintained. Failure to attend, for any reason, may result in lowered grades, course failure, or, in extreme cases, withdrawal from the course.
- Excessive absence may result in a recommendation that students withdraw from courses and/or entire programmes of study, deferring their enrolment to a future semester.
- Students are responsible for obtaining class-notes and/or assignments and for making up any work missed due to lateness or lack of attendance.
- Students having difficulty with attendance should contact their trainer, or Manager as soon as possible to determine what has been missed.

Compliance

Approved policies and procedures are intended at all times to comply and conform with current Ministry of Education, TEC, NZQA and other external agency requirements and procedures.