

POLICY & PROCEDURES

Document reference	LTC/PS/001/01012021		
Version	Ver 0.1 - Original		
Effective from	01/01/2021	Review date	05/01/2025
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ATTENDANCE POLICY & PROCEDURES

THIS POLICY APPLIES TO ALL STUDENTS REGISTERING WITH LEADERS TRAINING CENTRE

POLICY

This policy defines guidelines for attendance and punctuality of all students at Leaders Training Centre, Students'/Delegates presence in every class is mandatory for their intellectual learning and development. Leaders Policies are applicable to all students registered at Leaders Training Centre. Students who are persistently late or absent will soon fall behind with their learning progress. Frequent absences will create gaps in the learning which will impact on student's progress and development along with their ability to achieve all learning outcomes and standard criteria.

OBJECTIVES OF POLICY

- Raise awareness of significance of attendance, regularity and punctuality among students
- Reinforcing the responsibility of ensuring attendance among students and trainers
- Achieve a minimum of 85% attendance for all learners, apart from those exceptional cases which has been discussed, observed and approved by LTC management
- Recognize the role of trainers in promoting regularity and punctuality
- Establish a pattern of monitoring attendance and ensure consistency in recognizing achievement and handling difficult situations

REGULARITY

- It is expected that each student should maintain at least 85% of the class attendance every month. Failure to meet the said percentage is subject for cross-examination and for resubmission of the assignment/Training Assessments.
- Failing to meet the minimum class attendance will not be able to submit their assignments and attend examination unless allowed by the course Administrator.
- Attendance will be marked for every class on daily basis and reports will be prepared on weekly and monthly basis, which will be reviewed by the relevant Coordinator

AUTHORIZED ABSENCES

- Absences from classes and, if necessary, are authorized to students based on genuine reasons and official notifications, depending on the case. Authorized absences shall not relieve students of the responsibility of making up work that has been missed.
- Trainers shall be notified of all authorized absences. Trainers shall provide opportunity to student to make up work missed during authorized absences from class without penalty. No more than one (1) authorized absences are allowed during the entire course.
- If a class will not meet at its regular scheduled time or will have an additional class meeting outside of its regularly scheduled time, it will be marked as normal class. For students unable to attend due to work commitments or other genuine personal issues, trainers should handle possible conflicts with the cooperation and under the guidance of the administrator or coordinator.

UNAUTHORIZED ABSENCES

- An absence will be counted as unauthorized if the student does not attend the training session without a legitimate reason. Failure to provide appropriate justification or evidence in case of absence will also lead to unauthorized absence.
- Evidences will be required in case of valid reasons like medical appointments, sickness, job interviews, driving classes, etc.

PUNCTUALITY

- Punctuality is the characteristic of being able to complete a required task or fulfil obligation on or before the designated time. The student must always be on time to attend classes and accurate in submitting the assignment activities
- Late comers with more than 15 minutes will be required to seek permission from Administrator to join the class. They will be marked as late and only partial attendance will be counted for that class. Three (3) instances of late arrivals will lead to dismissal from that course which shall only be resolved after a meeting with Administrator.

ATTENDANCE PROCEDURES

- Every trainer is responsible to maintain an accurate record of attendance. Attendance Sheet must be manually filled in the class and later updated in leaders Attendance Management System at the end of the day.
- Trainers are required to use only templates provided by Leaders. Each trainer will be issued with manual attendance sheet as well as access to Leaders attendance portal for updating daily records.
- Manual Attendance Sheets will be retained in trainers' course files, in which daily attendance will be marked
- Over-writing will not be allowed on any attendance sheet
- Trainers will be required to sign the attendance sheet at the end of the day
- Administrator will re-check the attendance before signing it off
- Trainer will use following initials to mark the attendance of respective trainers:
- A consolidated report will be generated at the end of the course to determine the attendance percentage student wise and date wise for each class.
- Trainers are required to monitor attendance progression of each student and notify management in case of irregularities.
- Students must be notified in written if their attendance is persistently low during the course.
- All authorized absences must be communicated and approved in written with the show cause
- Certificate will not be issued if the overall attendance is less than 85%. This must be communicated to the student at the time of registration

P	Present	Will be counted = 1
A	Absent (Shown cause / Authorized Absence)	Will be counted = 0
O	Unauthorized Absence	Will be counted = 0
L	Late - Arrived after 15 minutes of class commencement	Will be counted = 1 if arrived within half an hour of class commencement Will be counted = 0.5 if arrived after half an hour of class commencement and should be denoted with 'H'
H	Arrived after half an hour of class commencement / Leave the class before time (Half / partial attendance)	Will be counted = 0.5 if half or more than half session is attended