



## INTERNATIONAL GATEWAY LANGUAGE ACADEMY & COLLEGE -KELOWNA STUDENT ATTENDANCE POLICY

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International Gateway Language Academy & College regular attendance is expected in all courses. Promptness is expected at the beginning of class and after each break.

Program outlines determine required attendance for specific programs.

### **General Principles**

Attendance in classes is necessary and missing classes can affect student learning.

If students are having any issues which may affect their attending class for any reason they should discuss this with the Instructor or the Onsite Administrator.

1. Each instructor will record, monitor and report on the attendance of all students for all of their courses.
2. The clerical staff will keep the students' attendance records.
3. Students will be warned of attendance issues so to resolve the matter.
4. An email will be sent to advise the student of the issue if it continues.

If a student does not maintain an attendance average of at least 80% in general program they may not be permitted to extend the course which they are enrolled in. Program outlines determine required attendance for specific programs.

5. Excusable absences may include: college breaks, medical/ health issues, serious personal issues. Students should discuss the two latter excusable absences as soon as possible with their instructor. A memo should be included in the students file and the matter referred to the SEA if the absence will adversely affect student progress in the program.
6. The program may be extended for the student depending on circumstances. The SEA will review the matter and make a determination based on the situation along with the advice of the Instructor and managing director.

## **Student Responsibilities**

Students are expected to:

1. Report any absence due to illness or other reason to the IGK's reception desk staff (or leave message) within 2 hours on the first and all subsequent days of absence either by phone or e-mail.
2. Maintain the attendance requirement.
3. Provide a doctor's note to support absences of more than 3 consecutive days.

If unexcused absenteeism is chronic, an 'attendance contract' may be arranged with the student; and if this is breached, relevant sections of the dismissal policy may be followed.

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### **Note**

- A. Some courses must be taken in sequence.
- B. Make-up sessions may need to be completed before the next session starts for some courses.
- C. For some courses make-up assignments and make-up sessions are paid at student's own expense.

Student needs to take the initiative and request a make- up session.