
Attendance Policy and Procedure

1.1 The School encourages all its Students to be regular and punctual for their daily classes. Please note the attendance requirement and leave application guidelines as mentioned below:

- All Students on a Student Pass should have a minimum attendance of 90% per month.
- All Non-Student Pass Holders are encouraged minimum attendance of 75% per month.
- Any absenteeism by Student Pass Holders should be supported by medical certificates / approved student leave.
- Immigration and Checkpoints Authority of Singapore (ICA) will be notified by the School whenever a Students on a Student Pass has a monthly attendance of less than 90%.
- Student Pass Holders who miss 7 consecutive days of class will be liable to have their Student Pass be cancelled with effect from the 8th day and the letter of cancellation will be sent to Student’s place of residence in Singapore as registered with the School.

1.2 Attendance is to be taken once per class. For face-to-face classes, Students that enter the class within 15 minutes from the start of class will be considered late, while Students that enter the class after 15 minutes from the start of class will be marked as absent. For online classes, attendance will be extracted from Zoom at the end of the session.

1.3 For Student Pass Holders, interventions will be taken per the below table:

Attendance Rate	Action to be Taken
90 – 94%	1 st Warning Letter to be Issued (Including failure to meet completion requirement reminder) The Parent / Guardian is to be informed (if Student <18)
85 – 89%	2 nd Warning Letter to be Issued (Including Cancellation of Student’s Pass reminder if attendance <85%). The Parent / Guardian is to be informed (if Student <18)
< 85%	Final Expulsion Letter to be Issued (Including Cancellation of Student Pass). The Parent / Guardian is to be informed (if Student <18)

1.4 For Local Students, as attendance is not compulsory and is only encouraged, no intervention actions will be taken for absenteeism.

- 1.5 Respective Lecturers are responsible for marking their class' attendance, and will do so by using the following notation on the Class List:
- Students marked as present will sign off on the attendance sheet
 - "L" is indicated for Medical Certificate or Approved Leave
- 1.6 Approved Student Leave Application Forms should be submitted to the Academic Department before the start of the class that the student is being excused from, or within 3 working days of returning to class should there be extenuating circumstances. All MCs are to be submitted to the Academic Department within 3 working days of returning to class.
- 1.7 Should a lesson be held live, over Zoom, LTU shall take the attendance of the students who attended the lesson via Zoom and export it as an excel workbook, which would function as an attendance record. Should students fail to attend a live lesson, they shall be afforded the option of watching a recording of it at their convenience. Attendance rate is not calculated for online lessons, and no intervention actions will be taken should students fail to attend a live lesson.