
Attendance Requirement

Local Students: The school encourages students to achieve at least 75%

Student Pass Holders: 90%

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.

Local students who are absent without any valid reason will be dealt with in the following manner:

Attendance Rate	Action to be Taken
75 – 80%	1 st Warning Letter to be Issued (Including failure to meet completion requirement reminder) The parent/guardian is to be informed (if student <18)
70 – 74%	2 nd Warning Letter to be Issued The parent/guardian is to be informed (if student <18)
< 70%	Final Expulsion Letter to be Issued (The parent/guardian is to be informed (if student <18)

International students who are holding student passes and are absent without any valid reason will be dealt with in the following manner:

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)