

## **STUDENT ATTENDANCE POLICY AND AGREEMENT**

### **Guidance for Students**

#### **The Importance of Attendance**

NCLC believes for a student to reach their full potential, regular attendance in classes is critical.

Once a student has decided to enrol and attend a course at NCLC, it is important that they are committed to learning and are prepared to be punctual and be present (where possible) at all times.

Students who attend regularly are found to be more likely to:

- Enjoy a rewarding experience with skills and knowledge developed
- Successfully complete their course and move into employment or further studies
- Achieve better learning outcomes.

#### **Recording attendance**

We are obliged to keep records of your attendance. For all classes timetabled by NCLC a record will be kept. You must ensure that you can demonstrate your attendance through this recording process.

#### **If you cannot attend**

If you are unable to attend classes or other required activities for any reason you must inform the office as soon as possible.

#### **Be advised:**

Students who are absent without reasonable excuse on three consecutive occasions and/or whose attendance falls below 80% at any time will be sent a formal letter from the coordinator. If attendance does not resume to an appropriate level, a second letter will be sent, along with a request to attend a meeting with the centre coordinator. If these two letters fail to resolve the issues and attendance is still unsatisfactory, NCLC reserve the right to withdraw the student from the CGEA and inform relevant parties of that withdrawal. Students will have the right to appeal and that appeal will take place with two members of NCLC Committee of Management. If the student still feels unhappy at the outcome NCLC will act in accordance with their Greivance Policy.

**I have read / had read to me the attendance policy and agreement.  
 I understand the policy and agree to abide by the rules contained within**

**Name.....**

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Signed ..... Date.....