

Insworld Institute Student Attendance Policy

Student Attendance policy and procedures apply to all students. The objective is to ensure that students attend school regularly so as to prevent absenteeism from becoming a habit and to ensure that students comply with the Immigration and Checkpoint Authority of Singapore (ICA) attendance requirements. The system is designed to monitor the presence and absence of our students in school and distinguish permitted from non-permitted absences. The school implements procedures to ensure that all students maintain attendance as required by the Academic Board and/or current Singapore legislation and statutory requirements. Attendance records, specifically student absences are monitored by the Student Services Department on a daily basis through teachers' class attendance.

Student absences are then classified into two major categories as follows:

Permitted Absences

Absences shall be excused only for the following reasons if accompanied by appropriate documentation:

- Submission of a medical certificate in case of a Personal Illness (Medical Leave).
- Submission of an email/letter from parent/guardian in case of a Personal Illness (Medical Leave).
- Completion of a Student Leave Form duly signed by the school Principal or by delegated representative and/or submission of a letter of consent or other document duly signed by the parent/guardian or appropriate institution (this will apply in special circumstances such as family illness or bereavement, court appearances, religious observances, disruptions to travel arrangements and other foreseen and unforeseen events).
- Absences due to school functions.
- Absences due detention and suspension.
- Absences due to appointments at ICA or other relevant authorities.
- Approved study leave
- All relevant documentation explaining any absence from school must be submitted to the Student Services Department.
- Any absence not supported by documentary evidence will be regarded as a non-permitted absence
- Relevant and appropriate documents explaining student absences are to be submitted to the Student Services Department within 7 working days of any absence, or the absence will be recorded as non-permitted.
- All such documents shall then be checked and authenticated to ensure that they have come from the student's parent(s)/legal guardian, a bona-fide medical practitioner or institution or other recognized institution before any adjustments to the school's attendance record is made by the Student Services Department
- When a student's absence has been deemed to be permitted, attendance registers will be adjusted by the Student Services Department. The marker 'A' (absent) will be replaced with 'E' (excused absence).
- If a student has a pre-existing medical or psychological condition which can affect their attendance, and if the school has been informed by the student's parent(s)/guardian of this condition, the school may enter into an understanding with the parent(s)/guardian

that the student's absences from school which are a result of the aforementioned pre-existing medical or psychological condition will be recorded, but action will not be taken against the student on the basis of these absences.

Non-Permitted Absences

All absences from school shall be deemed Non-Permitted Absences if they do not meet the criteria to be considered as a permitted absence (see above 3.4a).

Minimum Attendance Requirements

All students are expected to maintain 100% attendance in any given subject on the course as a whole. The following applies for students who fail to meet this expectation:

- Every time a student is absent without meeting the criteria of a permitted absence, their parent/guardian will be notified by email.
- In addition the student will be spoken to by the Director of Studies or the Principal or the Student Services Officer, and asked to explain the non-permitted absence. The student will also be reminded of their responsibilities to attend all classes, and the school policy regarding non-permitted absences.
- After the third such absence in any calendar month, the student will be issued with an official verbal warning, which will also be communicated to the student's parent/guardian.
- If there is a persistent pattern of absence or if the aforementioned measures appear ineffective, the student's parent/guardian will be called to the school to meet the Academic Leadership to discuss the problem and agree on measures that can be implemented to resolve it.
- In addition to these ongoing interventions, attendance figures are collated over each calendar month. The following measures are applied on the bases of these data;
 - First Month of attendance below 75%;
email to parents detailing attendance figures and warning of future sanctions.
 - Second month of attendance below 75%
Official warning letter, warning as to future conduct and possible future sanctions.
 - Third month of attendance below 75%
Official warning letter, one day's suspension, warning as to future conduct and possible future sanctions
- Student Pass Holders are in addition required to maintain a minimum of 90% attendance over any given month as required by the Immigration & Checkpoints Authority of Singapore (ICA). Student's Pass holders who fail to meet the minimum 90% monthly ICA requirement shall be reported to the ICA for evaluation. The Singapore Immigration & Checkpoints Authority has the authority to cancel the Student's Pass should a Student's Pass holder's attendance fall below the required 90% minimum. In the event that a Student's Pass is cancelled due to poor attendance, the student involved will be considered to have terminated their studies and to have withdrawn from the course. Student's Pass holders who have been absent for seven (7) consecutive days without any form of notification to the school will be duly reported to the ICA for evaluation.