



ACE TRADES
AND TECHNICAL
INSTITUTE

A LANDMARK IN TRADES EDUCATION

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Attendance Policy
Name of Policy

Jan 18th, 2018
Implementation Date

Director Administration
Position Responsible

Jan 18th, 2018
Date of Last Revision

ACE Trades and Technical Institute expects students to attend classes on time and on schedule. It can be very disruptive if students interrupt classes by arriving late. Therefore the following will be ACE Trades and Technical Institute's policy: All Students must attend classes.

1. Students will be provided with a timetable at the beginning of each semester detailing the times they are required to attend class.
2. It is recommended that student enter the class at least 5 minutes before commencement of the class period to allow time to be fully prepared for the beginning of class.
3. If there are two hours of continuous class schedule, students will be given a 10 minute break just before the next class hour starts.
4. Instructor will start delivery of the class work exactly on the scheduled minute.
5. Instructor may close the door of the classroom when he/she commences teaching so as to avoid class interruption. If a student is closed out of the class, he/she will be marked as absent.
6. Instructor will be taking attendance, and will record students that are present. Student will sign in at the start of class and sign out at the end of class using the class attendance sheet.
7. At the end of each week all program attendance sheets will be consolidated and the student attendance determined for each student. Such attendance record will be filed in students file for future reference and may be used when giving recommendation letters, or when making decision on supplementary examinations. In particular, no supplementary examination can be given to a student who failed to attend classes for more than 20% of the scheduled class time.
8. Student who fails to complete assignments and tests due to absence will be allocated a grade of zero for

the work, except in cases of illness or medical procedure supported by a note issued by a medical doctor.

If such documentation is produced, the instructor may allow work to be handed in late or adjust the weight the missed work so that the student will not be penalized.

9. If a student fails to attend more than 20% of the classes, it will be considered unsatisfactory and insufficient course coverage and therefore the student will not pass the course, unless such a student obtains over 80% of the average mark in all course work assessments. A situation like this may occur where a student is exceptional good in a particular course.