



#### 5.1.1.6 Trainee Attendance Policy

##### Scope

This policy relates to all attendance requirements as agreed between SESP and the trainee's sponsoring company.

##### Purpose

The purpose of this policy is to ensure all trainees and staff at SESP understand a trainee's responsibilities in relation to attendance and punctuality and the consequences of not complying with attendance requirements.

##### Related Policies

- None

##### The Policy

When a trainee enrolls at a SESP campus they assume both rights and responsibilities. One of their responsibilities is to attend timetabled classes on a consistent basis, to arrive on time and to remain for the entire duration of the class. Poor attendance patterns affect not only a trainee's ability to attain their own goals, but also impact negatively on other trainees learning, as well as creating stress for teachers.

**Trimester Duration:** Attendance is considered as active from the first day of a trainee's registration.

##### Period Absence

Trainees will be marked absent if they:

- Do not attend a class
- Arrive more than 5 minutes late for a class
- A trainee arriving after the initial start time of class will be marked late. For every two times that a trainee is late he will acquire one absence.
- Return to class late after a scheduled break – the above will apply.

##### Review of Unsatisfactory Attendance

The Trainee Administration and the Training Manager will review trainee attendance records, and in consultation with the relevant HOD issue warnings and initiate the dismissal process by forwarding cases to the Academic Leader as detailed in this policy. The Academic Leader in consultation with



Trainee Administration, the relevant Head of Department, and Training Manager has the ability to approve exemptions from the policy in extenuating circumstances. In granting any exemption from the policy the Manager will take into account the trainee's behavior, academic progress and any evidence explaining absence that the trainee has provided.

### **Sanctions**

Trainee attendance will be recorded and poor attendance will be addressed in the following manner:

- If a trainee reaches 5% absences (nearest whole period) in any one trimester they will be issued a 1<sup>st</sup> Verbal Warning, by email, SMS and a hard-copy to be signed by the trainee as a receipt of the warning (process by the Trainee Affairs Counsellor - TAC)
- If a trainee reaches 10% Absences (nearest whole period) in any one trimester they will be issued a 2<sup>nd</sup> final written warning, by email, SMS and a hard-copy to be signed by the trainee as a receipt of the warning (process by the Trainee Affairs Counsellor- TAC).
- Trainees will automatically be put in the dismissal process following any further absence.
- The Attendance Sub-committee (ATC) will investigate the trainee's attendance record further on the trainee reaching 15% absences via the Trainee Report (TDR) and in consultation with the Training Manager, and, should the trainee reach more than 30 absences (18%) a decision based on available evidence, will be made by the sub- committee in consultation with the Managing Director as to whether the trainee can continue or will be dismissed from SESP.
- Trainees who reach 30 absences will be recommended for dismissal from SESP.
- The final decision on dismissal rests with the sponsor (SEC; or local company).
- Trainees that are dismissed during a trimester will receive a "Fail" grade for all units.
- Where appropriate the trainee's parent or guardian will be contacted.

### **Acceptable Evidence Explaining Absence**

Trainees must provide evidence explaining genuine reasons why they were absent from class. This must be an official document such as a medical certificate or a death certificate of a family member:

- Medical certificates must be stamped by the health authority and are subject to approval by the health and safety advisors at SESP
- Evidence explaining absences will be taken into consideration in relation to the issuing of warnings and dismissal from SESP.

Absences or lateness for travelling will not be accepted, and travel for an extended period will require a trainee to withdraw from SESP unless prior approval from the Managing Director.

### **Extended (Special) Leave of Absences**

Occasionally circumstances arise in trainee's lives that require them to have an extended time away from their classes. Special Leave does not count towards the total number of trainee absences. Special Leave consists of:

- ✓ 3 days for marriage



- ✓ 1 day for the birth of a child
- ✓ 3 days for the death of a wife, parent, grandparent or brother/sister
- ✓ 5 days for Hajj (once only)
- ✓ Hospitalization

In these circumstances the trainee should discuss the matter with the Head of Department and Trainee Advisor. The following points apply to special leave of absence:

- The length and frequency of leaves of absence must not impede trainee progress and must be reasonable within the context of the program curriculum.
- A trainee must submit a signed and dated Trainee Application for Leave of Absence form for a leave of absence in advance where possible, together with a reason for the absence. If a trainee does not request a leave of absence as per the above, he will be reported to the company sponsor who will have the right to withdraw the trainee from the program.
- The Head of Department will discuss the impact of the absence on the trainee’s academic progress with the trainee, his teachers, and the Trainee Advisor.
- The trainee record will show an NC grade on the trimester report if assessments are not completed during the trimester. The trainee will attest to understanding the procedures and implications as explained to him regarding his return or failure to return to his course of study.
- The reason for the absence must be identified and evidence to that effect provided on the trainee’s return.
- The maximum extended leave of absence within a twelve-month period is 180 days or one half the published program length, whichever is shorter.
- Leave of absence must be in compliance with any applicable requirements laid down by the sponsor company. If stricter, the sponsor company’s requirements take precedence.

**Definitions**

Word/Term	Definition
Extended Absence	More than 5 consecutive days in a trimester

**Accountabilities**

**Implementation:** Trainee Administration, Trainee Advisor  
**Compliance:** Academic Leader

**Information Associated Forms, Systems and Documents**

Trainee Application for Leave of Absence form