Attendance Policy

VICTORIA CAREER COLLEGE OF HEALTH AND BUSINESS LTD.

PTIB Institution No.	ID-03879
Effective Date	1st September, 2026
Position Responsible	Senior Education Administrator

Policy:

Victoria Career College recognizes that good attendance is directly related to student success in completing a program of study. The policy applies to all students who are currently enrolled or are enrolled at any future time. Students registered for full-time study are scheduled to attend classes for twenty hours each week.

Students are expected to attend classes as scheduled. Students who will be absent must notify the College before the time that they are scheduled to start class by telephone at --- or by email at --------Students are also responsible for informing their course instructor of their absence.

Attendance Notification and Leave of Absence

- Students who will be absent for **one (1) scheduled class day** are required to notify their course instructor as soon as reasonably possible.
- Students who expect to be absent for **two (2) or more consecutive scheduled class days** must complete a **Leave of Absence (LOA) Request Form** available through the College's Moodle learning management system. The request must be submitted as soon as possible and is subject to review and approval by the College.
- Submission of a Leave of Absence request does **not** automatically excuse missed coursework or assessments. Students remain responsible for communicating with their instructors regarding missed learning activities, assignments, and examinations.

- Failure to notify the instructor or submit a Leave of Absence request, where required, may result in the absence being recorded as unexcused.

The student is responsible for completing all assignments and coursework missed during any period of absence.

Absences for medical or emergency reasons are considered "excused" absences if the student provides documentary evidence of the reason for the absence such as a doctor's note.

Absences that are not "excused" are subject to the following:

- Students who are absent for 5 consecutive days or 10% of scheduled classes within first month, without notifying school of scheduled classes will receive an attendance warning letter.
- Students who are absent for 15% of scheduled classes will be placed on probation.
- Students who are absent for 20% of scheduled classes will be dismissed from study.
- Students who are absent for five consecutive scheduled school days without contacting the school will receive an attendance warning letter and further consequence of not attending school.

Students having difficulty meeting these attendance requirements should contact the Senior Educational Administrator.

Procedure for Student Attendance:

1. The Senior Education Administrator prepares a class list for each instructor on Friday afternoons. These lists are distributed for use during the following school week.

2. Instructors take attendance at the beginning of each class noting students who are absent.

3. Completed weekly attendance sheets are returned to the Senior Education Administrator on Friday afternoon. The SEA enters each student's attendance in the student's personal attendance record. The completed weekly attendance sheets are filed in the Attendance Binder.

4. While entering attendance, the SEA reviews the overall attendance for the students that are of concern with respect to attendance.

5. The Senior Educational Administrator will try to contact concerned students for reason of absence. SEA may issue an attendance warning letter to any student who has been absent for 10% of scheduled classes or 5 consecutive days.

6. The Senior Educational Administrator meets with students who have been absent for 15% of scheduled classes and places the student on probation. A study plan will be set up and student is expected to meet specific deadlines as per plan. In case student is unable to follow the study plan, SEA will set a meeting to discuss about student concerns and further plan of action.

7. The Senior Educational Administrator meets with student who have been absent for 20% of scheduled classes to discuss regarding reason of absence and notifying them that they will be dismisses from study.

8. The Senior Educational Administrator sends a warning letter via Canada Post to any student who has been absent for five consecutive scheduled school days without contacting the school.

9. All information related to student attendance i.e. warning letter, study plan will be kept in student file for record keeping.