



Glenn College

Attendance and Late policy

June 1, 2020

Name of Policy

Date amended

Late policy

- a) You are late if you walk in 15 minutes after the class starts.
- b) If you are late, you must sign your name, the date, and the time in the Late Book.
- c) It is your teacher's decision if you can enter the classroom after 15 minutes. However, regardless of the teacher's decision, any student entering the school 15 minutes later than the start of each class time is considered late and will be dealt with based on school policies (see Attendance policy below).
- d) If you are late twice, it counts as one absence.

Attendance policy

- a) You are required to attend all the classes regularly and on time.
- b) You receive 3 pardonable absences (3 days) that you can use for the duration of your course.
- c) Other than the 3 pardonable absences, you need a doctor's note to justify your absence in order to avoid a penalty.
- d) You will be dismissed for one week from your class after 3 absences and no refund will be given.
- e) Students who attend less than 60% of classes will not be a certificate/ diploma, regardless of marks or class performance.
- f) In the case of an absence, the student must inform the school by phone and speak to or email a member of GC staff informing their absence and why they are absent.
 - In case of sickness, a doctors' note may be required.

Leave of Absence Policy

- a) A Leave of Absence may be granted to students for the following reasons:
 - i. Maternity or parenting reasons
 - ii. Medical and health reasons
 - iii. Compassionate, family health reasons or family care
 - iv. Personal reasons, including jury duty
- b) Such a leave must be requested as soon as reasonably possible and may be granted for a period of up to three (3) months.
- c) A Leave of Absence request shall be submitted to the Director along with appropriate documentation.
- d) Examples of supporting documentation include forms completed by physicians, birth certificates, adoption papers, letters and any information that provides support for your request. Glenn College may request documentation of a student's readiness to resume studies.



- e) Students who are granted such a leave shall have “Leave of Absence” recorded on their transcript.
- f) No tuition fees or materials and supplies will be charged for the duration of the authorized leave.
- g) a student shall be in satisfactory standing when requesting a Leave of Absence, though exceptions may apply and shall be determined by the Campus Director.
- h) If you take an unauthorized holiday in the middle of your studies, you will NOT be able to postpone your original end date and you will NOT receive a refund or a certificate.
- i) Upon the student’s return, the Student Enrolment Contract will be amended to show the revised program end date.