



ATTENDANCE POLICY

Version 1.0

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Attendance Policy

1. Introduction

Jeryk EC recognizes that regular and consistent attendance is a critical factor in student learning, academic achievement, and overall course completion. This Attendance Policy sets out clear expectations regarding student attendance and engagement to support academic success, ensure effective teaching and learning, and maintain compliance with institutional and regulatory requirements.

The policy aims to promote a culture of responsibility, professionalism, and commitment among students, while also providing clear procedures for managing absences in a fair and transparent manner.

2. Scope

This policy applies to all students enrolled in courses offered by Jeryk EC, regardless of mode of study. It covers attendance requirements for:

- Scheduled classes and lectures
- Tutorials, workshops, and practical sessions
- Assessments, examinations, and presentations
- Compulsory academic activities organized by Jeryk EC

The policy applies to full-time, part-time, blended, and distance learning programs where attendance or participation is required.

3. Attendance Expectations

Students are expected to demonstrate a high level of commitment to their studies by attending and actively participating in all scheduled academic activities.

Attendance expectations include:

- Students must attend all scheduled classes, workshops, tutorials, and assessments unless a valid reason for absence exists.
- Full-time students are generally required to maintain a minimum attendance rate of 90% for each course or module, unless otherwise specified.
- Part-time or blended learning students must meet attendance or participation requirements as outlined in their course structure.
- Active participation, punctuality, and engagement during classes form part of the attendance expectation.

Failure to meet the required attendance threshold may impact academic progression, assessment eligibility, or certification outcomes.

4. Absence Reporting

Jeryk EC understands that absences may occasionally occur due to unforeseen or unavoidable circumstances. In such cases, students are required to follow the procedures below:

- Planned absences (e.g. pre-approved leave, personal commitments) should be notified to Jeryk EC in advance, where possible.
- Unplanned absences (e.g. illness, emergencies) must be reported as soon as reasonably practicable.
- Supporting documentation may be required for unplanned absences, such as:
 - Medical certificates
 - Official letters or relevant supporting evidence

Failure to notify the institution or provide appropriate documentation may result in the absence being recorded as unexcused.

5. Monitoring & Recording

Attendance is systematically monitored and recorded to ensure accuracy and accountability:

- Attendance is recorded by instructors or academic staff for each scheduled session.
- Records are maintained in accordance with Jeryk EC's institutional record-keeping and data protection policies.
- Persistent or unexplained absences will trigger follow-up actions, which may include:
 - Contacting the student for clarification;
 - Offering academic counselling or support;
 - Issuing formal attendance warnings.

Attendance data may also be used for academic reviews, quality assurance processes, and regulatory reporting where required.

6. Consequences of Non-Compliance

Students who fail to meet attendance requirements may face academic consequences, depending on the severity and frequency of non-compliance. These may include:

- Ineligibility to sit for assessments or examinations;
- Delays in academic progression or course completion;
- Ineligibility for certification or graduation;
- Referral to academic support, counselling, or review procedures;
- Disciplinary action in serious or repeated cases.

Where appropriate, Jeryk EC may provide students with guidance, support plans, or intervention measures to help them improve attendance before formal action is taken.

7. Exceptional Circumstances

Jeryk EC recognizes that students may, in rare and unavoidable situations, experience circumstances beyond their control that significantly affect their ability to meet standard attendance requirements. In such exceptional cases, the institution may consider reasonable flexibility to ensure that students are treated fairly while maintaining academic standards.

Exceptional circumstances may include, but are not limited to:

- Prolonged or serious illness, injury, or medical conditions;
- Hospitalization or medical treatment requiring extended recovery time;
- Significant personal or family emergencies, such as bereavement or critical caregiving responsibilities;
- Other extraordinary situations that materially impact a student's capacity to attend scheduled academic activities.

Students seeking consideration under exceptional circumstances must:

- Notify Jeryk EC as soon as reasonably practicable;
- Submit a formal request outlining the nature of the circumstances;
- Provide appropriate and verifiable supporting documentation, such as medical certificates, official letters, or other relevant evidence.

Each case will be reviewed on an individual basis by the relevant academic authority, taking into account the nature, duration, and impact of the circumstances, as well as the student's overall attendance record and academic engagement.

Where exceptional circumstances are accepted, Jeryk EC may implement appropriate academic adjustments, which may include temporary attendance flexibility, alternative learning arrangements, or additional academic support. Any such adjustments will be documented and communicated clearly to the student.

8. Policy Review

This Attendance Policy is subject to periodic review to ensure it remains effective, relevant, and compliant with regulatory and academic best practices. Any updates or revisions will be approved by the appropriate academic authority and communicated to students via the Jeryk EC website or official communication channels.

Students are encouraged to familiarize themselves with this policy and seek clarification from academic staff if needed.