



# **Loida British Members Attendance and Absence Policy**

# **Loida British Members Attendance and Absence Policy**

## **Introduction**

Loida British Ltd is committed to fostering a learning environment that values regular attendance and punctuality. Consistent attendance is essential for academic success and personal development. This policy outlines the expectations, procedures, and support available for managing student attendance and absences.

## **Purpose**

The purpose of this policy is to:

- Establish clear guidelines for members attendance and absences.
- Ensure that members understand the importance of regular attendance.
- Provide a framework for managing and recording absences.
- Outline the support available to members who experience difficulties in maintaining regular attendance.

## **Scope**

This policy applies to all members enrolled in training programs at Loida British.

## **Attendance Expectations**

- Members are expected to attend all scheduled and training sessions punctually.
- Attendance will be recorded for every session, and members must ensure their presence is documented.
- Regular attendance is crucial for achieving course objectives and meeting accreditation requirements.

## **Absence Procedures**

### **Reporting Absences**

- Members must notify their instructor or the administrative office of any planned or unplanned absences as soon as possible.
- Absences can be reported via email, phone, or in person.
- For planned absences, such as medical appointments or family commitments, students should provide notice at least 48 hours in advance.

### **Documentation for Absences**

- For absences due to illness, members must provide a medical certificate if the absence exceeds three consecutive days.
- For other types of absences (e.g., family emergencies), appropriate documentation may be required at the discretion of the administration.
- All documentation should be submitted to the administrative office within five working days of returning to class.

## **Loida British Members Attendance and Absence Policy**

### **Authorized Absences**

Authorized absences include:

- Medical appointments or illness with appropriate documentation.
- Family emergencies or bereavement.
- Religious observances.
- Other reasons approved by the administration on a case-by-case basis.

### **Unauthorized Absences**

- Unauthorized absences are those not reported or approved as per the procedures outlined above.
- Repeated unauthorized absences may result in disciplinary action, including warnings, meetings with academic advisors, and potential dismissal from the program.

### **Monitoring and Recording Attendance**

- Instructors are responsible for recording attendance at the beginning of each session.
- Attendance records will be maintained in the institution's members information system.
- members can request access to their attendance records through the administrative office.

### **Support for Students**

#### **Early Intervention**

- Loida British Ltd will identify and support members who show patterns of irregular attendance or frequent absences.
- Early intervention may include meetings with external support services.

#### **Academic Support**

- Members who miss classes are responsible for catching up on missed work.
- Instructors will provide reasonable support to help members catch up, such as providing notes, assignments resources.

#### **Flexibility for Special Circumstances**

- Loida British understands that members may face exceptional circumstances that impact their attendance.
- Flexibility and support will be provided to members dealing with long-term illness, mental health issues, or other significant challenges.

### **Communication and Review**

## **Loida British Members Attendance and Absence Policy**

- The attendance and absence policy will be communicated to all members during orientation and will be available on Loida British Ltd website.
- The policy will be reviewed annually to ensure it meets the needs of the students and complies with relevant regulations and best practices.

### **Contact Information**

For any questions or further information regarding our Student Attendance and Absence Policy, please contact:

- **Administrative Office:** [Email] [Phone]
- **Academic Advisor:** [Email] [Phone]