



ATTENDANCE POLICY

Classification:	Academic
Responsible:	Director, Administration Team
Executive sponsor:	Director
Approval authority:	Director
Date first approved:	June 1, 2021
Date last reviewed:	July 29, 2024
Scheduled review date:	December 1, 2026

A. PURPOSE

The purpose of this policy is to provide guidance to students, instructors and the operations team at The Learning Company on matters pertaining to student Attendance. The policy applies to both course and practicum attendance requirements.

B. SCOPE

The policy applies to all enrolled in licensed diploma or certificate programs at The Learning Company.

C. DEFINITIONS

College:

The Learning Company

Licensed program:

A program of study that has been submitted and approved by the Private Vocational Institution regulatory body in Manitoba.

Student:

An individual who has applied for admission, is currently enrolled, or has previously been enrolled at The Learning Company.

Enrolment contract:

The enrolment contract is the formal legal document that indicates the start and end dates of the program of study and the conditions for the program of study. The enrolment contract is a legislated requirement for all students in Private Vocational Institutions in Manitoba.

Absence

Non-attendance for any in-person or virtual class, lab, or practicum experience for any reason.

Attendance concern

When frequent absences occur by a student. Frequency leading to an attendance concern is program and/or course-specific but typically occurs when a student missed 5 consecutive days



of class without notifying the college in advance or is nearing 8-10% of classes missed over all in their program.

Excused absence

An expected absence due to a reasonable excuse. Reasonable excuses could include but are not limited to physical or mental health challenges or a family emergency. Excused absences may be approved in advance and could include an illness/injury of a dependant or a care giver, a religious holiday, a career related interview and attendance at a funeral.

Unexcused absence

An unexcused absence is an absence for which a “reasonable excuse” is not provided. An unexcused absence could include but is not limited to work conflicts on personal vacation time.

Advanced Notification

For the purpose of this policy, advanced notification is notice provided within 12 hours prior to the start of a class for which a student will be absent.

D. POLICY

1. GENERAL

Class and participation are part of the evaluation of the student and may have bearing on the final grade for the course. The college tracks attendance for a number of reasons:

- To monitor student progress and provide support and assistance if required;
- To ensure that students have taken the opportunity to learn the material needed to complete assignments; and
- To meet government regulations for private vocational colleges and student loans that require attendance records for all students.

The college has adopted the following guidelines to define student, instructor and the colleges' responsibilities related to attendance in order to improve student success rates.

1.1 Responsibilities of the Student

- Students are expected to attend all classes. Students are expected to maintain an absence rate of less than 10% overall in their program. This applies to coursework and the practicum experience.
- Students are expected to schedule all vacations outside of the class and practicum time; students will be marked “Absent” if they are absent due to a personal vacation within the timeline specified on their enrolment contract.
- Students may be requested to provide medical documentation in relation to attendance.
- Students are required to provide advance notification to the Program Coordinator for any absences to be authorized. The list of authorized absences is outlined in section 3.1 of this policy.



- Students are responsible for making arrangements to acquire class notes and assignments instructions missed due to their absence.
- Late attendance arriving to class and/or leaving early will be documented in the attendance log kept by the instructor.
- Students are responsible for making up missed time and coursework.
- Students are responsible for inquiring with their Program Coordinator about make-up time scheduling.
- The opportunity to make up missed lab or practicum hours is the decision of the Director and is dependent on lab and site scheduling availability.

1.2 Responsibilities of the Instructor

- Instructors have a shared responsibility to work collectively with students and the administration team to effectively implement this policy.
- Instructors are required to record, monitor, and report the attendance of all students for each course they teach.
- Attendance and participation may be a component of overall course grades. This will be noted on each applicable course outline. Instructors are responsible for reporting all attendance concerns immediately to the Program Coordinator.

1.3 Responsibilities of the College

- The College is responsible for ensuring attendance requirements are clearly communicated, fair and equitable among students.
- The Administration Team must ensure that all students with attendance related concerns are brought forward to the Director for review.
- The Director is responsible for the execution of this policy and is the final decision-maker in all attendance related matters at the College.

2. COURSE ATTENDANCE:

Attendance is defined as active participation in the course (online components and in – person classes).

Attendance is based on the following criteria:

- Student presence (online or in person which encompasses coursework and practicum)
- Student interaction with course content
- Student interaction with instructor
- Student interaction with peers

All absences, late arrivals, and early departures will be recorded and factual information will be provided to funding agents, sponsors or any potential employers. Attendance records will also be kept in student files.



A student will be marked present or absent for each scheduled class day. On a present day, all minutes late or left early will be recorded and deducted from that day.

A student will be notified if they miss 5% or 8% of their total class hours. At 8%, a student will be required to meet with administration, be put on attendance probation and begin make up time outside of regular class hours. If more than 10% of an individual course is missed, it will be at the discretion of administration if a student may retake the course at a later date at their own expense.

3. MAKE- UP TIME

Students who miss an on-campus or online class may make-up the time outside of scheduled class hours at the discretion of the Program Coordinator based on the availability of Instructors, space and the required labs. Students must sign in and out for make-up time in order to be recorded by the Administration Team and in turn the time is added back to the student's attendance record percent.

3.1 Approved Excused Absences in Advance

In certain circumstances, the College may deem absences to be excused. It is the student's responsibility to discuss planned absences with their Program Coordinator and Instructors in advance of each absence. Instructors should be reasonable and fair when consideration resulting from unavoidable absences. Absences may be authorized in advance for reasons including but not limited to the following:

- A medical/professional appointment
- An illness/ injury of a dependent or a caregiver
- A religious holy day
- A career- related interview
- Attendance at a funeral

4. UNEXCUSED ABSENCES

Students may be withdrawn if they have an absent rate of more than 10% in accordance with Manitoba Private Vocational College legislation and Manitoba and Canada student loan policies.

Generally, students at The Learning Company are expected to maintain an absence rate of less than 10% overall in their program.

E. RELATED LEGISLATION

Private Vocational Institutions Act

<https://web2.gov.mb.ca/bills/41-4/pdf/b013.pdf>

Private Vocational Institutions Regulation

https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=237/2002



the LEARNING company

Manitoba Student Aid Designation Policy Manual

https://www.edu.gov.mb.ca/msa/pdfs/designation_policy_manual.pdf

F. PROCEDURE

Procedures related to attendance concerns are outlined in the student handbook.

G. RELATED MATERIALS

Student Handbook

Approved: July 29, 2024

Approved by: The Learning Company Leadership Team

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