



## Student Attendance Policy

### A. Comply with Singapore law

1. According to the regulations of the Immigration & Checkpoints Authority(ICA) of Singapore, the student is not allowed to engage in any employment while holding a student pass from a private school. If a student is found employed illegally, he/she will face serious consequences such as confiscation of the student ID card, being sued or being sent back to his/her home country.
2. According to the regulations of the Immigration & Checkpoints Authority, the attendance rate of international student pass holders must reach more than 90% every month while they are in school. If the attendance rate is less than 90%, the student pass may not be renewed. In severe cases, the student pass may be cancelled.
3. In the case of legal proceedings caused by violating any laws in Singapore, the Immigration & Checkpoints Authority will not refund the student the deposit of S\$5,000, and the student must pay a fine of S \$5,000 at the same time their student pass is cancelled.
4. Students are required to attend classes regularly. If the Students fail to attend classes for a continuous period of 7 days, his/her Student's Pass is liable to be cancelled with effect from the 8th day. The letter of cancellation will be sent to the place of residence as registered with ICA. Remaining in Singapore unlawfully after the cancellation of the Student's Pass is an offence under Section 15 of the Immigration Act and the students would be liable for prosecution.
5. Please refer to our website for other relevant Singapore laws at [www.vwa.edu.sg](http://www.vwa.edu.sg)

### B. Attendance requirements

1. The school will compute the attendance rate for all students at the end of each month and report it to Immigration & Checkpoints Authority as required.
  - I. Student pass holder have to meet at least 90% attendance rate within the month.
  - II. Non-student pass holders are required to maintain an attendance rate of at least 75%.
  - III. The school will report non-compliant students to ICA and any further action taken by ICA will be dependent upon the policies of ICA.
2. Students must attend every class on time and being late for every **three times** will result in deduction of one day's attendance.
3. School will monitor their attendance regularly. If Students are **absent** from class **each time** at any **Site Check** of school, they will be treated as **being one day absent**.

#### Consequences for students who do not meet the relevant attendance requirements:

- i. The **first time** that a student does not meet the attendance requirement, the student will be given a verbal warning from the school and reminded of the consequences of his/her actions and his/her parent, or guardian will be informed.
- ii. The **second time** that a student does not meet the attendance requirement, the student will be issued the first Warning Letter and his/her parents, or guardian will be informed, and appropriate intervention will be conducted.
- iii. The **third time** that a student does not meet the attendance requirement, the student will be issued third Warning Letter and his/her parents, or guardian will be informed. **In addition, the**



**school will report the student to ICA and apply for the termination of the student pass or terminate the student contract with no refund of course fees.**

- iv. Students will receive warning letters and their parents will be informed if they are late for more than 5 times a month without valid reasons.
- v. If students are absent for 7 consecutive days without valid reason, the school will report to ICA and immediately terminate student contract and cancel the student pass. No fees will be refund under that circumstance.

### **C. Provisions on students' leave**

1. Students who are unable to attend classes due to illness or very special circumstance, have to inform the teacher in charge in advance. When they return to school, they need to fill out the Student leave form and attach their Medical Certificate or an excuse letter from their parents or guardians and submit to school.
2. Note: Only a medical certificate issued by a recognised medical practitioner in Singapore will be accepted by the school. Any medical reasons without a medical certificate will be deemed as absent without valid reason.
3. If student cannot continue to attend classes due to unexpected reasons during class, students should fill out a leave application form and get approval from the teacher in charge first. On the next day when students come back to school they should submit the Medical Certificate, otherwise it will be regarded as absent without valid reason.
4. Students cannot travel to other countries while studying in Singapore without permission by the school. Otherwise, students will receive a warning letter, and in serious cases, they will be directly expelled from the school.
5. Students cannot leave school early or leave school without a teacher's permission, otherwise will receive warning letters from the school. With a total of 3 warning letters, the school will start the process of expelling the student.
6. Any other reasons for absenteeism will be considered on a case-by-case basis by the school management. The student will have to apply for leave of absence with at least two weeks notice and the leave application will be subject to approval by the school management.