

1. Student Attendance

- 1.1 The SAE-SRM will enter the student pass issue date and expiry date into the GSM upon the successful issuance by Immigration and Checkpoints Authority (ICA).
- 1.2 The SAE will then proceed to contact the students for them to report to school for student pass renewal or cancellation based on the validity of the Student Pass.

2. STP/Local Students

- 2.1 Within the first 30 minutes of the class, the Lecturer will circulate the attendance sheet and instruct the students to sign on the attendance sheet.
- 2.2 The lecturer will perform a headcount and record the total number of students present and absent in the attendance sheet and counter-sign it.
- 2.3 If the student does not arrive within the first 30 minutes of the class, he will be considered as 'absent'.
- 2.4 However, if the student is absent on account of being sick and covered by an MC, such MC will have to be submitted to the SAE during the next class session. The MC will be filed into the student's p-file.
- 2.5 For any absenteeism case without a valid reason, the SAE-SRM will alert the Principal, the HoA and the lecturer who will determine the root cause and the appropriate counselling.

3. Determining the attendance eligibility of students to sit for any assessments

- 3.1 All students will be required to sit for assessment(s) as per requirements of the module or course. They must fulfil the attendance requirements of at least 90% for STP students and at least 80% for local students before they will be eligible to take assessment(s). This is unless otherwise specified by the external academic partner, if applicable.
- 3.2 The SAE-SRM will ensure that a student meets the minimum attendance requirement for the course and paid all necessary fees before he/she considered eligible to take the assessment(s).
- 3.3 The HoF/HR will notify the SAE-SRM of any student who may have outstanding fees/fines due to GCS or may have committed any non-academic disciplinary offence, which can result in a debarment from taking the assessment.
- 3.4 In the event of a case where a student does not meet the eligibility to sit for assessments, the SAE-SRM may recommend to the HoA for approval to sit for the assessments with valid reasons.

4. Monitoring of Attendance

- 4.1 The SAE-SRM will monitor the student attendance weekly.
- 4.2 The SAE-SRM will call on the student to find out the reason for his being absent when the absence has run for 3 consecutive days.
- 4.3 The SAE-SRM will have to issue the first warning if no valid reason for the absence is received.
- 4.4 The SAE-SRM will then continue monitoring the situation after the issue of the first warning.
- 4.5 For any STP student to be absent for seven (7) consecutive days without giving valid reasons, the SAE-SRM will proceed to report the student to Immigration and Checkpoints Authority.
- 4.6 For local (non-STP) students to be absent without giving valid reasons, reminders will be issued advising them to maintain at least 80% attendance monthly.
The SAE-SRM will continue calling and emailing the students to report for class and where necessary, to attend counselling sessions for any difficulties they may be facing. However, the second (2nd) warning letter will be issued if any student remains uncountable.
- 4.7 The SAE-SRM will inform the SSM and the H/SSSED of the student who continues to be absent. Despite the issue of the second (2nd) warning. For any STP

student who has been absent for seven (7) consecutive days without providing valid reasons, an international telephone call will be made to the student's parents/guardian in the home country. The final third (3rd) warning will then be issued and Immigration and Checkpoints Authority will be notified.