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Automotive Training Centre

Name of Institution

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00745

Institution Number

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**Attendance Policy**

Name of Policy

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Effective Date

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Revision Date

### Attendance Requirements:

At ATC, we believe that being employable depends not only on what you do but how you do it. Integrating skills and knowledge with desirable attitudes and behaviours will give every student and graduate the greatest opportunity for success. ATC provides training for employment – and attendance is vital to employers. Upon acceptance into Automotive Training Centre, students are expected to abide by these policies:

- Attend class every day and be on time. If you are going to be late or absent, please inform your instructor half an hour before class starts. Each time you are absent your instructor will meet with you to discuss your reasons for absence and to ensure that you understand our attendance policy.
- Instructors record class attendance at the beginning of each class. If you arrive late, leave during class, or leave before class finishes, your absence will be recorded to the minute (e.g. if class starts at 8:00am and you arrive at 8:20am your absence will be recorded as 20 minutes).
- If your absences reach 5% of your total program time, a meeting will be arranged with your instructor and the Campus Manager. The purpose of this meeting will be to help you find ways to bring your attendance in line with workplace standards and to ensure that you understand the seriousness of missing instruction time. You will be asked to complete and commit to a “student performance improvement plan”.
- If your absences reach 10% of total program time, the Campus Director will arrange a formal meeting with you. The purpose of this meeting will be to ensure that you understand that continued absenteeism could lead to your academic failure in a course or program. Academic failure will result in withdrawal from your program (you must pass all courses and practice experiences at each level of a program before moving on to the next level); the campus manager will review with you the consequences of program withdrawal.
- Current Student Aid BC (SABC) policy requires that ATC withdraw any student funded by SABC who:
  - does not attend class for two consecutive calendar weeks (Sunday to Saturday)
  - attends class for less than 60% of scheduled class time (12 hours in most ATC courses) each week for three consecutive calendar weeks (40% or 8 hours for students with permanent disabilities)
  - misses sufficient time from the program that ATC determines you cannot

successfully complete the program within the study period (Student Aid BC will not accept make-up assignments in lieu of classroom attendance)

- We urge all students to work closely with their Campus Manager to address any attendance issues as soon as they arise. Should withdrawal become necessary, your Campus Manager may meet with your instructor to discuss the details of your absenteeism prior to meeting with you. The Campus Manager will then meet with the student to review the process of withdrawal from their program
- The Campus Manager/Administrator will conduct an exit interview meeting with every withdrawing student and will discuss the financial consequences of not repaying any student loans.

#### Attendance and Emergency Closures Weather Conditions:

- When your local school district closes schools due to weather conditions, ATC classes are also cancelled. The campus will remain open to provide administrative services when possible.
- Students on practicum must contact their placement site to determine whether the placement site is open. If it is open and you cannot attend as scheduled, advise your placement site supervisor as well as your campus administrator or manager as indicated below.
- Your safety is our top priority. If you cannot travel to class safely due to road conditions, advise your Campus Administrator/Manager at the earliest possible opportunity.

#### Other Closures and Cancellations

- From time to time situations arise when a class must be cancelled or the campus must be closed. In these situations ATC staff will notify students as soon as possible.

#### Effect on Attendance

- Missed classes due to cancellations are not considered absences.
- When appropriate, cancelled classes will be rescheduled. Students are expected to attend rescheduled classes and failure to do so is considered an absence.