



Attendance Policy for Students

Attendance is important for academic progress, as well as meeting the requirements of your student visa. Therefore, EC Students are expected to attend **100%** of their classes. However, we understand that you may not be able to attend all of your classes, so we ask that you maintain a **minimum of 80%** attendance during your course.

EC issues weekly warnings to students who fall below 80% attendance; this requirement applies to ALL students. You may check your attendance with a front office staff member.

EC does not excuse absences. Therefore, students should reserve 20% of their weekly class time for emergencies, illness or other issues that may prevent them from attending their classes.

If you are absent for two consecutive days, a member of the school team will contact you to make sure you are OK and remind you of the attendance policy.

If you are absent for 10 consecutive days, you will be dismissed from the school, and if you are on a student visa, you will be reported to Immigration Canada.

EC Attendance Warning Procedure

If attendance falls below 80%	1st Written Warning
If student does not maintain a minimum of 80% attendance for the week following the first warning	2nd Written Warning
If student does not maintain a minimum of 80% attendance for the week following the second warning	3rd Written Warning
If student does not maintain a minimum of 80% attendance for the week following the third warning	Dismissal Letter and reporting to Immigration Canada.

Policy on Punctuality

Students are expected to come to class on time. If you come between 5 and 15 minutes late you will be marked 'Late', and if you are late 3 times in a week this will count as one absence. If you are more than 15 minutes late, you will be marked absent. If you leave class for more than 15 minutes at a time, you will be marked absent.

Please sign this letter to demonstrate that you understand the importance of your attendance and the consequences of low attendance.

Student's Signature

Student's Printed Name

Staff Member's Signature

Date