

Student Attendance Policy

Policy Code: ACA-008
Version: 3
Person Responsible: Director of Studies



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Policy Statement

Vatel Bahrain recognizes that regular attendance is fundamental to learner’s progression, retention, achievement, and success. This policy establishes learner course attendance standards and learner responsibilities, and stresses on monitoring of learner attendance as a supportive-not a punitive-measure.

Vatel Bahrain is committed to monitoring learners’ attendance and acting on non-attendance in a timely manner. This obligation arises due to Vatel’s compliance responsibilities towards learners, their parents, and other sponsors who subsidize fees.

Application

This policy applies to all learners enrolled in Vatel Bahrain programmes. also, it applied to all lecturers and academic staff involved in monitoring and recording learners’ attendance.

Expectations

- Learners’ must be given their timetables before the start of the academic year.
- Information on attendance requirements must be shared with learners in a timely manner.
- Learners’ must comply with Vatel Bahrain’s attendance rules and regulations.
- Learners’ must attend all scheduled sessions associated with each course, and mandatory activities as shown in their Academic Calendar.
- If a learner’s cumulative absences in any course reach 20% of the total hours, they will be disqualified from taking the final exam for that course.
- No excuses for absences are accepted other than exceptional circumstances or force majeure.
- Lecturer must record attendance on the day of the session and maintain accurate attendance records.

Forms and Other Related Documents

Course Attendance Form	 Course Attendance Form.docx
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Learners Absence Summary Template



Learner Absence
Summary Template.x

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