

EAST BRIDGE TRAINING (EBT)

ATTENDANCE POLICY

Policy Reference: EBT-POL-AT-006

Version: 1.0

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Effective Date: 08 September 2025

Review Date: 08 September 2026

Approved By: Director, East Bridge Training (EBT)

1. Purpose

The purpose of this Attendance Policy is to ensure that all learners enrolled in KHDA-approved vocational qualifications at East Bridge Training (EBT) meet the required standards of participation, engagement, and attendance for successful programme completion.

This policy supports:

- Executive Council Resolution No. 30 of 2021
- KHDA Vocational Standards A3 (Learner Support) and B3 (Teaching, Learning & Assessment)
- Awarding body rules for Guided Learning Hours (GLH) and competency attainment
- Accurate record-keeping and reporting as required by KHDA

EBT ensures consistent monitoring of learner attendance to maintain the integrity, quality, and effectiveness of vocational training.

2. Scope

This policy applies to:

Learners

All individuals enrolled in EBT's KHDA-approved vocational qualifications, regardless of mode (in-class, online, or blended).

Staff

Trainers, Assessors, Internal Verifiers, Admissions team, and Academic Administration.

Sessions Covered

- In-class training sessions
- Live online sessions
- Scheduled practical classes or assessments
- Workshops, tutorials, and supervised sessions
- Mandatory induction sessions
- Work-based or simulated learning (where applicable)

3. Policy Statement

EBT requires all learners to:

- Attend scheduled sessions punctually
- Meet the minimum attendance requirements per qualification
- Engage actively in learning and assessment activities
- Notify EBT promptly in case of absence

EBT commits to:

- Monitoring learner attendance consistently
- Supporting learners through early intervention
- Recording absences accurately
- Reporting attendance-related issues to KHDA or awarding bodies where required
- Ensuring no discrimination in the management of attendance matters

4. Attendance Requirements

4.1 Minimum Attendance Threshold

Learners must attend at least:

- **80% of all scheduled Guided Learning Hours (GLH)**
- Or the minimum set by the awarding body for that qualification

4.2 Mandatory Sessions

Attendance is **compulsory** for:

- Induction
- Practical assessments
- Internal verification-required sessions
- Workshops that contribute to competence evidence

Failure to attend mandatory sessions may delay progression or certification.

5. Punctuality

Learners must:

- Arrive on time to all sessions
- Notify the trainer if joining late in unavoidable circumstances

Repeated lateness will be recorded and may count as partial absence.

6. Absence Reporting Procedure

6.1 Learner Responsibilities

Learners must report absence:

- At least **24 hours in advance** for planned absences
- Immediately for emergencies or illness

Notification must be made via:

- Email to Academic Support Team
- WhatsApp official communication line
- EBT Learner Portal (if applicable)

Learners must provide evidence (doctor's note, employer letter, emergency proof) for absences exceeding **2 consecutive days**.

6.2 EBT Administrative Responsibilities

EBT will:

- Record reported absences in the attendance system
- Notify trainers of learner absence
- Follow up with absent learners
- Maintain attendance logs as per KHDA A2.10 and A3.5 requirements

7. Authorized Absences

Authorized absences may include:

- Medical illness
- Emergency medical appointments
- Court appearances
- Family emergencies
- Bereavement
- Official travel with documentation
- Work emergencies (for employed learners)
- Religious observances

Supporting documentation must be provided for official approval.

8. Unauthorized Absences

Absences without valid documentation are considered **unauthorized**, including:

- Personal outings
- Overlapping commitments
- Lack of transport
- Oversleeping
- Failure to notify the institution

Unauthorized absences may result in:

- Warnings

- Academic probation
- Removal from assessments
- Disqualification from the qualification in severe cases

9. Attendance Monitoring & Early Intervention

As per KHDA Standard B3.9:

EBT monitors attendance:

- Daily (for in-class programmes)
- Weekly (for blended/online programmes)

Interventions include:

- **Stage 1:** Email reminder
- **Stage 2:** Academic Support call
- **Stage 3:** Formal warning letter
- **Stage 4:** Meeting with Academic Head
- **Stage 5:** Removal from programme where non-compliance persists

All interventions are recorded for quality assurance.

10. Impact of Poor Attendance

Failure to meet attendance requirements may result in:

- Delayed progression
- Ineligibility to attempt practical assessments
- Removal from group learning activities
- Requirement to repeat missed sessions (fees may apply)
- Delay in certificate issuance
- Notification to awarding body if required

EBT cannot certify any learner who fails to meet minimum requirements set by awarding bodies.

11. Attendance for Online / Blended Programmes

Learners enrolled in online or hybrid programmes must:

- Log in using their registered identity
- Attend all live sessions unless approved otherwise
- Engage in required online participation activities
- Submit attendance through LMS tools where applicable
- Ensure active camera use during practical sessions (where required)

Online attendance is monitored through:

- LMS login data
- Trainer verification
- Participation records

12. Attendance Record-Keeping

In accordance with **KHDA A2.10, A3.5, A4.10**:

EBT securely stores:

- Attendance sheets
- Online attendance logs
- Absence reports
- Intervention records
- Supporting evidence

Records are kept for **five years** and may be audited by KHDA or awarding bodies.

13. Conflict of Interest

- Trainers or staff must not alter attendance records without authorization
- Personal relationships may not influence attendance decisions
- Any suspected manipulation must be reported to the Director immediately

This supports KHDA Standard A1.4 and A4.1(b).

14. Appeals

Learners may appeal attendance-related decisions under the **EBT Appeals & Grievances/Complaints Policy** within **5 working days** of receiving the decision.

15. Roles & Responsibilities

Director

Ensures institutional compliance with KHDA attendance standards.

Academic Head

Oversees monitoring, interventions, and reporting.

Trainers

Accurately record attendance and inform administration of concerns.

Administrative Staff

Maintain attendance logs and handle communications.

Learners

Attend sessions regularly and report absences promptly.

16. Policy Review

This policy will be reviewed annually in alignment with EBT's Quality Assurance Framework and KHDA institutional requirements.

Next review due: **08 September 2026**

Approval

Name: Shivanjan Chakraborty

Title: Director, East Bridge Training

Shivanjan Chakraborty

Signature: _____

Date: 08 September 2025