

## **EAST BRIDGE TRAINING (EBT)**

### **ATTENDANCE POLICY**

**Policy Reference:** EBT-POL-AT-006

**Version:** 1.0

**Policy Created:** September 2025

**Effective Date:** 08 September 2025

**Review Date:** 08 September 2026

**Approved By:** Director, East Bridge Training (EBT)

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#### **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.

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#### **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)
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### **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
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### **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.

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## **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.

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## **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
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## **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.

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## **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
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## **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.

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## **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.

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## **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
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## **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.

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## **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).

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## **14. Appeals**

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

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## **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.

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## **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**

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## **Approval**

**Name:** Shivanjan Chakraborty

**Title:** Director, East Bridge Training

*Shivanjan Chakraborty*

**Signature:** \_\_\_\_\_

**Date:** 08 September 2025