

The Language Gallery Canada

Attendance Policy

The Language Gallery Canada (Language Gallery Inc.)

ID-04361

Name of Institution

Institution Number

Attendance Policy

August 27th, 2021

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Name of Policy

Effective Date

Revision Date

1. The minimum attendance requirements for students are as follows:
 - Attendance for all students is compulsory.

2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
 - Students are required to have a minimum in-class attendance of 80%. Attendance and lateness will be recorded on the attendance sheet by the Academic Department. Failure to adhere to the attendance requirements, will lead to failure of the course.
 - We are required to inform IRCC if you are frequently absent and do not provide a doctor's note or other good reason. This may affect your temporary resident status.

3. The process by which students must report an absence is as follows:
 - All students must notify their teacher if they are unable to attend prior to class. In case of absence without notice, the teacher will contact the student to discuss the absence. In case of an emergency, students are required to reach out to their teacher or Academic Department to inform them of the absence. The Academic Team will discuss strategies with the student to improve their attendance.
 - If a student misses classes for 3 days or more, the student must provide a doctor's note. We can only authorize absence from classes with a signed medical note or valid dated letters, and/or appointment details.