



higher education
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QUALITY MANAGEMENT SYSTEM

CLASS ATTENDANCE & PUNCTUALITY POLICY

**This Policy has been issued on the authority of the College
Council of King Hintsa TVET College**

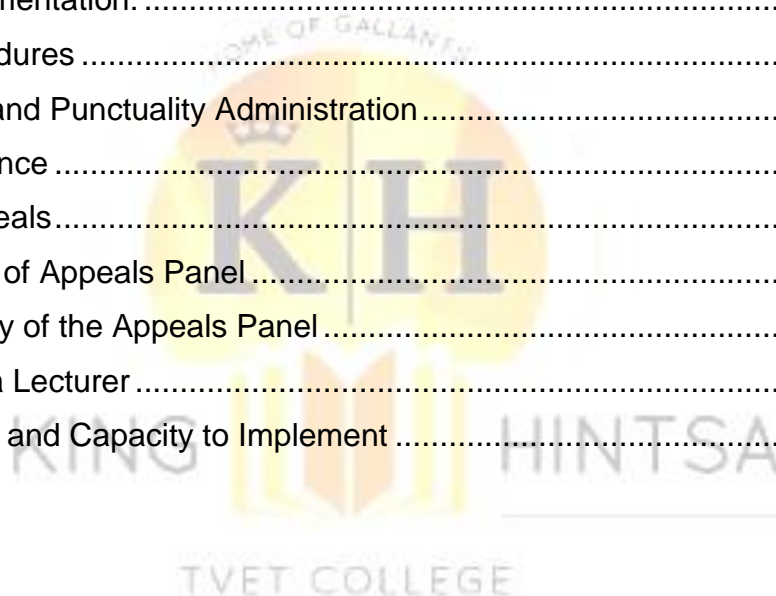
DOCUMENT CONTROL SHEET

Document title: Student Class Attendance and Punctuality Policy.	Formal document number	DPA-SCAP-PL-002
	Revision	E
Purpose of the Document: To ensure that all fulltime students and lecturers are aware of and abide by the prescriptions of the Student Class Attendance and Punctuality, thereby improving and maintaining acceptable levels of class attendance at all times.	Commencement date:	2015/06/19
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1 PREAMBLE

It has long been recognized that there is a direct correlation between class attendance, the creation of a stable learning environment, and ultimately success within the related field of study.

King Hintsa TVET College recognizes these linkages and always requires that formal policy dictate class attendance

2 MAIN PURPOSE

To ensure that all full time students and lecturers are aware of and abide by the prescriptions of the Student Class Attendance and Punctuality Policy, thereby improving and maintaining acceptable levels of class attendance throughout.

3 KEY OBJECTIVE

The following key objectives shall apply:

- Ensure that students achieve class attendance of 80% -100%
- Reduce unnecessary absenteeism.
- Provide students with information regarding the consequences of poor attendance.
- Provide specific guidelines as to the management of both attendance and non- attendance.
- Ensure that administration related to attendance is maintained as required.
- Ensure that an Appeals process is understood and followed as prescribed.

4 GUIDING PRINCIPLES

This policy shall be based on the following fundamental principles:

4.1. ACCESSIBILITY:

Students shall have immediate access to this information. They shall be provided with hard copies of the policy through the Student Representative Council (SRC) and all updates on admission as required.

4.2. EQUITY AND FAIRNESS

All students shall be treated fairly, equitably, and in line with standard policy guidelines.

5 SCOPE

This policy shall be applicable to all registered students of King Hintsa TVET College. Administrative support and action required shall be applicable to Administrative support staff, lecturers, Programme Heads /Senior Lecturers, and Appeals Committee.

This policy details the management and implementation of Class Attendance and Punctuality within King Hintsa TVET College and sets to address the following issues:

- 5.1. Attendance & Punctuality Administration
- 5.2. Non Attendance Management
- 5.3. Student Appeals
- 5.4. Responsibilities of the Appeal Panel
- 5.5. Absence of a Lecturer.

6 GOVERNANCE ISSUES

6.1. DEVELOPMENT AND REVIEW:

The College Council shall ensure that this Policy is reviewed yearly and at earlier intervals as may be deemed appropriate or required.

6.2. POLICY IMPLEMENTATION:

The Lecturers, Programme Heads/ Senior Lecturer, administrative staff, and Appeals Committee shall be responsible for implementing this policy. Ongoing support shall be required from Human Resources Department in the form of professional support, advice and maintenance of this policy.

7 POLICY PROCEDURES

The following responsibilities and procedures shall be adhered to when it comes to managing Class Attendance and Punctuality.

7.1. ATTENDANCE AND PUNCTUALITY ADMINISTRATION

- 7.1.1. Students shall be required to attend at least 80% of classes for each subject registered for. Non-attendance as a result of illness, accidents, hospitalization and the like shall be required to be validated by appropriate documentation to be submitted with register to the lecturer, who in turn shall submit this to the Programme Heads and/ or Senior Lecturers.
- 7.1.2. Students shall be informed of the importance of Class Attendance and Punctuality policy through the following activities and/ or actions:
 - ❖ During registration and induction and/ or orientation of new students;
 - ❖ Shall acknowledge receipt of the Policy and a signed copy of the acknowledgement shall be kept in a student file;

- ❖ Regular reminders of this policy, e.g. posters in open venues, talks during mass meetings, divisional openings, verbal reminders by staff in class etc.
- 7.1.3. Students shall be required to sign class attendance registers on a daily basis during contact time and these shall be administered by subject lecturers.
 - 7.1.4.
 - 7.1.5. Subject lecturers shall be in charge of class attendance registers. Class attendance registers shall be supervised on a weekly basis by Senior Lecturers. HoDs and Campus Managers shall monitor the registers on a monthly basis. Then MIS unit shall assist the Campuses with accurate calculation of attendance from the system which shall be communicated to students by subject lecturers and/ or Programme Heads.
 - 7.1.6. The MIS unit shall issue out system generated attendance reports quarterly and/or upon request by HoDs, Campus Managers and Deputy Principal Academics or by any other College/departmental official with authority to get such information.
 - 7.1.7. If a student is absent, the lecturer shall be required to indicate with capital letter “A” in red.
 - 7.1.8. Students who arrive five minutes late after the start of the period shall be regarded as late (but shall be allowed in class) and shall be indicated with a capital letter “L” in black on the register. In the case where the student is late three or more consecutive days per subject such student shall be marked absent on the fourth day by the subject lecturer.
 - 7.1.9. Regular student absenteeism and late coming shall be followed up by contacting parents/guardian. This shall be done in order to correct student’s pattern of attendance.
 - 7.1.10. Parents and/ or guardians shall notify the College of the student’s absence, stating reasons in writing for any absence. Telephone calls shall be accepted by College administrators where parents and/ or guardians are unable to come to the College with a written statement on student’s absence.
 - 7.1.11. All doctors’ certificates, or letters received from parents/ guardians shall be stored in a file that shall be in the custody of Programme Heads.
 - 7.1.12. All class attendance registers shall be captured electronically within student database of records.
 - 7.1.13. Actual student attendance shall be reflected as a percentage of total possible attendance. Lecturers shall therefore supply details of all possible number of

periods for every subject per semester, trimester, or year, so that this shall be brought into complete calculation.

- 7.1.14. Students shall be held liable for their tuition fees, textbooks issued on account, and any other related cost applicable, irrespective of whether or not their attendance is questionable.

7.2. NON-ATTENDANCE

- 7.2.1. Lecturers, after noticing continuous absenteeism by a student shall be required to formally warn the student. The specific form to be used for this purpose is attached as **Annexure A**, and on completion, shall be submitted to both the student and the Programme Head/Senior Lecturer (for record purposes and further action).
- 7.2.2. The Programme Head/ Senior Lecturer shall discuss these concerns with the student and/ or parent/ guardian/ sponsor. Findings regarding these discussions shall be formally recorded, together with recommendations, and copies of this shall be provided to all parties. All parties shall sign receipt of documents.
- 7.2.3. In cases where a student requires counseling, that shall be arranged and monitored by the Programme Head/ Senior Lecturer /SSS Office– all supporting documentation detailing discussions and action taken shall be signed by both parties and kept on file.
- 7.2.4. In cases where student's attendance drops to a level below 80%, the Programme Head/ Senior Lecturer (via subject lecturer) shall furnish the student with written statement informing him/ her that he/ she shall not be allowed to sit for examinations in that specific subject/s.
- 7.2.5. The Campus Management Team shall discuss borderline cases before every examination session [**see 'f' below**].
- 7.2.6. A student shall be allowed to write examination for every subject for which he/she has attained a minimum of 80% attendance (including authorized absence and sickness) per subject.

7.3. STUDENT APPEALS

In cases where a student/s have been found to have breached Class attendance and Punctuality policy; that student/s shall be allowed to lodge an appeal as is explained below:

- Students shall appeal to the Programme Head/ Senior Lecturer in writing, within five (5) consecutive class attendance days from the date of him/ her receiving notification of such absenteeism, stating full reasons and providing all supporting documentation.
- The Programme Head/ Senior Lecturer shall submit this detail to the **Appeals Panel** for adjudication and shall advise the student in writing of the outcome within five (5). In cases where student/s is not allowed to write examination, he/ she shall
- appeal to the Programme Head/ Senior Lecturer in writing within one (1) day of him/ her receiving notification.

The decision of the Appeals Panel shall be considered to be final.

7.3.1 Composition of Appeals Panel

The Appeals Panel shall be comprised of:

- ❖ The Campus Manager
- ❖ Head of Department
- ❖ Programme Head/ Senior Lecturer
- ❖ Subject Lecturer
- ❖ SRC Representative
- ❖ Parent/ Guardian/ Sponsor
- ❖ Student

7.4. RESPONSIBILITY OF THE APPEALS PANEL

The Appeals Panel shall access and analyze all relevant documentation (doctors certificate, hospital certificate and the like), together with any supplementary evidence, in order that an informed decision is made. All such detail shall be presented to the Appeals Panel by the Programme Head/ Senior Lecturer.

7.5. ABSENCE OF A LECTURER

In the event that a lecturer is absent on a particular day (due to illness, and/or attending workshops/ seminars required by the College); the HOD shall assign Senior Lecturer who shall take control of that class in as far as administration is concerned.

7.6. COMPETENCE AND CAPACITY TO IMPLEMENT

Lecturers, Programme Heads/ Senior Lecturers, entire staff, administration staff and members of the Appeals Committee shall be trained on the application of this policy and their specific roles within its implementation. All parties shall receive a copy of the policy and all updates/ related documentation, as appearing from time to time.

Annexure A (Absentee Report Form)

STUDENT ABSENTEEISM REPORT

Student Number:	Surname:	Name:
Group:	Subject:	
Name of Lecturer:		

Date(s) absent	Per week	Per month	Date of verbal warning	Student signature
			1	
			2	
			3	

Motivation/ Remarks

Information recorded above is a true reflection of my attendance and I am aware that the matter will be reported to the Senior Lecturer (HOD):

Student Signature:	Date:
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For Official use ONLY: Completed by Senior Lecturer/HOD

Record of contact with parent/ guardian/ sponsor		
Telephoned Name:	No: Date:	Response:
Letter sent Name:	Date:	Response:
Feedback to lecturer	Date:	Response: