

Online Attendance Policy

Our Online school runs asynchronous and, therefore, students are free to log-in and work on their course material at their own pace. Courses are designed to take 110 hours to complete and all course assignments, including the Final Exam must be completed within 3 months from the start of the enrolment. Extension may be granted upon request and may be subject to an extra fee.

Regular attendance at school is critical for the student's learning and achievement of course expectations. Where, in the principal's judgment, a student's frequent absences from school are jeopardizing his or her successful completion of a course, school staff will arrange to contact the student and the parents to explain the potential consequences of the absences, including failure to gain credits, and discuss steps that could be taken to improve attendance. A meeting, email, call or online conference, with all stakeholders, will be scheduled as soon as possible to ascertain the cause of the absence of the course.

Students are expected to log in at least 3 times each week, not including scheduled holidays, for the entire duration of their course. If a student fails to login to their course at least once in a single week, then an absence will be recorded on their report card.

Consequences for poor attendance

If a student fails to attend their course and does not participate in the planned online or in-class activities then the student, and the parent(s) of the student, who is under 18 years of age, will be contacted by the school principal. A meeting or online conference, with all stakeholders, will be scheduled as soon as possible to ascertain the cause of the absence of the course.

If the student continues to be absent or has irregular/poor attendance record, The school may drop the student from the course(s) with no **REFUND**, and the student may register at a later date.