

## ATTENDANCE REQUIREMENTS – APPRENTICES

Section:	Academic/Student (AC)
Subject:	Student Performance and Behaviour
Legislation:	
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

## POLICY

The policy of the Board of Governors is to expect student attendance in all scheduled activities of every course.

## PROCEDURE

### DEFINITIONS

<b>Absenteeism</b>	Includes absence from class, lateness for class and/or early departure from class.
<b>Apprenticeship liaison officer</b>	An official with the Apprenticeship and Industry Training Division of the Government of Alberta (“AIT”).
<b>Excused absence</b>	A student’s absence that the instructor or academic chair has determined to have been for a valid reason such as, for instance, illness, a court appearance, bereavement or significant extenuating circumstances.
<b>Unexcused absence</b>	A student’s absence that the instructor or academic chair has determined was not for a valid reason.

### GOVERNING PRINCIPLES

1. Apprenticeship and Industry Training (AIT) recognizes the importance of attendance through its three-strike approach to an apprentice’s absenteeism, as set out in section 3 of this procedure.
2. There is a direct correlation between attendance and course performance. When apprentices are not in class, they will not learn the material, their instructors cannot evaluate their lab/shop work, and their course marks will reflect that fact.
3. Apprentices are required to punctually attend all labs, shop activities and classes.

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4. Apprentices must contact their instructor if they are unable to attend a class.

## PROCEDURE

1. The school shall issue a class list and marks collection sheet to the instructor for each intake of apprentice students. The instructor shall record the hours of absence on the marks collection sheet. A portion of an hour missed from class time will be recorded as one hour of absent time.
2. Absences:
  - a) If an apprentice is late, absent or departs early from class, the instructor shall meet with the apprentice to determine the reason(s) for that absenteeism, and shall warn the apprentice of the consequences of future absenteeism. The results of that meeting shall be recorded in the manner that the school determines appropriate, but are not reported to Apprenticeship and Industry Training (AIT), subject to paragraph 4 of this procedure.
  - b) If an apprentice continues to be late, to be absent or to depart early from class, the academic chair or apprenticeship liaison officer may meet with the apprentice to determine the reason(s) for that absenteeism. The results of that meeting shall be recorded in the manner that the school determines appropriate but are not reported to AIT, subject to paragraph 4 of this procedure.
  - c) If an apprentice has been absent for a total of 18 hours, AIT will determine whether or not the apprentice will be removed from the program, as per paragraph 4 of this procedure.
  - d) SAIT recognizes that it has a duty to accommodate absences related to a variety of protected grounds. These include, for instance, documented disability/medical condition, medical time away from SAIT for reasons involving gender identity or gender expression, religious observance, etc.
    - i) Apprentices are required to work with Accessibility Services for absences relating to current medical accommodations. Accessibility Services is responsible for storing the student's documentation relation to that accommodation, as per the requirements of procedure [AD.3.2.1 Records Management](#).
    - ii) SAIT recognizes that an apprentice may not be able to attend classes and/or complete assessments on days of religious observance. Apprentices must follow the process and meet the timelines set out in Schedule A, Process to Accommodate Religious Observances, an Associated Document to this procedure, if they wish to be considered for a religious accommodation. Failure to do so will result in the apprentice's absence being considered an unexcused absence. For further information, apprentices may refer to <https://www.sait.ca/student-life/get-involved/interfaith-centre>.

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- iii) An apprentice may be required to provide documents or other evidence to academic chairs/coordinators, instructors or designates on request that corroborate the reason for the apprentice's absence. Employees receiving such documents or other evidence shall review them as part of their decision as to whether a particular absence is excused or unexcused, and shall generally delete them/return them to the student after making their decision and after the student's deadline to appeal that decision has passed, as per paragraph 3 of this procedure. Note that an employee may retain such documents or other evidence for the purposes of a related academic misconduct proceeding as per procedure [AC.3.4.3 Student Academic Conduct](#).
  - iv) If a student's absence is excused, it is the student's responsibility to work with the instructor to find an effective and reasonable way to complete the work or assessment missed due to that absence. SAIT will use reasonable efforts working with the student to enable the student to complete the work or assessment. However, in some situations, depending on the nature and/or amount of the work or assessment that has been missed, completion of the missed work or assessment may not be possible.
3. An apprentice who disagrees with an instructor's decision as to whether an absence is excused or unexcused shall:
- i) Meet with the instructor to informally resolve the situation, within five business days of the disagreement arising. Where an in-person meeting is not practical, the apprentice's academic chair will establish an alternate communication method.
  - ii) If the situation cannot be informally resolved, the apprentice shall meet with the academic chair, within five business days of meeting with the instructor.
  - iii) If the situation cannot be resolved, the apprentice may formally raise the issue within five business days of that meeting by way of a letter to the dean or designate.
  - iv) The dean or designate shall meet with the apprentice within seven business days of receiving the apprentice's letter and shall advise the apprentice in writing of the decision within five business days of that meeting. The student is entitled to be accompanied to the meeting by another individual for advice and support. In the case of an apprentice who is a minor or who is an adult with an appointed guardian, the apprentice is also entitled to bring their parent or guardian. In general, only the apprentice speaks on the apprentice's behalf.
  - v) The decision of the dean or designate is final and binding.
4. Reporting to Apprenticeship and Industry Training (AIT)
- a) The school shall submit a Special Report to AIT for every six hours that an apprentice is absent, no matter whether it is an excused or unexcused absence.

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- b) If an apprentice has been absent for a total of 12 hours, the school shall submit a Special Report to AIT. The academic chair or designate will contact the apprentice to provide them with information and counselling on the consequences of continued absences. The apprenticeship liaison officer may meet with the apprentice.
- c) If an apprentice has been absent for a total of 18 hours, the school shall submit a Special Report to AIT. The apprenticeship liaison officer will meet with the apprentice. AIT has the discretion to remove the student from the program.
- d) Upon completion of the program or intake, the school shall submit the attendance records to AIT.

## **ASSOCIATED DOCUMENTS**

Schedule A      Process to Accommodate Religious Observances

## **POLICY/PROCEDURE REFERENCE**

AC.3.8              Attendance Requirements policy  
AC.3.8.1          Attendance Requirements procedure

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