



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE



Document title:	Class Attendance Punctuality Policy	
Formal document number	STUDEDU--PL-01	
Purpose of Document:	To encourage regular class attendance of students	
Version Number	01	
Issue date	Effective from the date approved by Council	
APPROVED BY:		
NAME and TITLE	SIGNATURE	DATE
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1. Preamble

It has been established 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.

Port Elizabeth TVET College recognises this and requires that formal policy dictate class attendance. Port Elizabeth TVET College further recognises the extensive financial implications for post-schooling education and is therefore promotes the ideal of wholesome development and commitment in learners.

2. Main Purpose

To ensure that all full-time students and lecturers are aware of and abide by the ambits of the student Class Attendance and Punctuality Policy, thereby encouraging and maintaining acceptable levels of class attendance throughout the year.

3. Key Objectives

The following key objectives shall apply:

- Ensure that students achieve class attendance of 80% -100%.
- Encourage better academic performance.
- Inspire self-domination and wholesome development.
- Reduce unnecessary absenteeism.
- Provide students with information regarding the consequences of poor attendance.
- Provide specific guidelines as to the management of both attendance and absenteeism.
- 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) during orientation 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 and the Constitution of the Republic of South Africa.

5. Scope

This policy shall be applicable to all registered students of Port Elizabeth TVET College. Administrative support and action required shall be applicable to administrative support staff, lecturers, HoDs / Senior Lecturers, Campus Managers and Appeals Committee.

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

- 5.1. Attendance & punctuality administration
- 5.2. Non-attendance management
- 5.3. Deregistration of students
- 5.4. Student appeals
- 5.5. Responsibilities of the appeal panel

6. Governance Issues

6.1 Development and review

The College Council shall ensure that this Policy is reviewed every 5 years and at earlier intervals as may be deemed appropriate or required.

6.2 Policy implementation

The Lecturers, Senior Lecturers / HoDs, administrative staff including Campus Managers, and Appeals Committee are 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 procedure

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 If a student does not attend classes for a period of four consecutive 4 weeks 20 academic days (for year and semester programmes) and three 3 weeks / 15 academic days (for trimester and shorter period's programmes) without prior arrangements the HoD must request for the respective student to be deregistered after consultation with the said student.

7.1.2 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 HoDs and/Senior Lecturers.

7.1.3 In the event of unforeseen circumstances such as:

- A legal strike; or
- Natural disaster
- NSFAS payment delays
- Public Transport challenges

HoDs and Campus Managers in consultation with the SRC and Principal or (his/her delegate) have the discretion to relax the 80% attendance rule.

7.1.4 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 by the relevant office;
- Regular reminders of this policy, e.g. posters in open venues, talks during mass meetings, divisional openings, verbal reminders by staff in class etc.

7.1.5 Students shall be required to sign class attendance registers daily during class period and these shall be administered by subject lecturers.

7.1.6 Subject lecturers shall oversee class attendance registers. Class attendance registers shall be supervised on a weekly basis by Senior Lecturers. HoDs and Campus Managers shall monitor the registers monthly.

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 blue on the register. In the case where the student is late for three or more consecutive days without a valid reason 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 (if the student is a minor) shall notify the College of the student's absence, stating reasons in writing for any absence.

7.1.11 All medical certificates, affidavits or letters received from parents/ guardians shall be stored in a file that shall be in the custody of HoDs.

7.1.12 All class attendance registers shall be captured electronically.

7.1.13 Actual student attendance shall be reflected as a percentage of total possible attendance.

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 their attendance is questionable.

7.2 Non-attendance

7.2.1 Lecturers, after noticing continuous absenteeism by a student shall be required to counsel the student. The counselling of students and recommendations shall be submitted to the HoD / Senior Lecturer (for record purposes and further investigation and assistance).

- 7.2.2 It remains the responsibility of the student to recover any work that may have been missed in their absence.
- 7.2.3 The HoD / 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.
- 7.2.4 In cases where a student requires counselling, that shall be arranged and monitored by the HoD / Senior Lecturer /SSS Office – all supporting documentation detailing discussions and action taken shall be signed by both parties and kept on file.
- 7.2.5 In cases where student's attendance drops to a level below 80% or the students fails to achieve the required year mark, the HoD / Senior Lecturer (via subject lecturer) shall furnish the student with written statement informing him/ her that s/he shall not be allowed to sit for examinations in that specific subject/s.
- 7.2.6 The Campus Management Team shall discuss borderline cases before every examination session.
- 7.2.7 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) or the sub-minimum year mark requirement 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 HoD in writing, within five consecutive class attendance days from the date of him / her receiving notification of such absenteeism, stating full reasons and providing all supporting documentation.
- The HoD shall submit this detail to the *Appeals Panel* for adjudication and shall advise the student in writing of the outcome within five 5 days. Failing which the decision will be deemed to be in favour of the student.
- In cases where student/s is not allowed to write examination, s/he shall appeal to the HoD in writing within one 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
- Senior Lecturer
- SRC Representative

7.4 RESPONSIBILITY OF THE APPEALS PANEL

The Appeals Panel shall access and analyse all relevant documentation (medical 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 HoDs / Senior Lecturers.

7.5 COMPETENCE AND CAPACITY TO IMPLEMENT

Lecturers, HoDs / 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.