



NYP ATTENDANCE POLICY (for Continuing Education and Training (CET) Learners)

(Learners who are using Skills Training and Enhancement Training Portal (STEP), please refer to the attendance policy in STEP under Student Resources.)

1. The NYP ATTENDANCE POLICY shall be applied to all learning units, that are given a letter-grade taken by learners in a Semester, unless otherwise stated.
2. While NYP will send notifications on attendance to learners, learners must check their attendance records frequently in Student Attendance System (SAS) or e-attendance via Singpass for SSG-funded courses to ensure attendance are reflected accurately.
3. The computation of the learners' attendance rate will take into account approved absence with valid reasons, i.e. medical leave or other approved leave will not affect their attendance computation.
4. The only absenteeism reasons officially accepted are:
 - a. Medical Leave
 - Learners on Medical Leave are to submit Leave of Absence (LOA) and indicate their medical condition.
 - Supported by an official medical certificate. Medical certificates must be obtained from a medical practitioner registered with the Singapore Medical Council or a dental practitioner registered with the Singapore Dental Council, who ought not be a family member. Medical certificates from Traditional Chinese Medicine (TCM) practitioners are not accepted.
 - b. Child Medical Leave - Learner with Child <12 years old
 - Supported by an official medical certificate. Medical certificates must be obtained from a medical practitioner registered with the Singapore Medical Council or a dental practitioner registered with the Singapore Dental Council, who ought not be a family member. Medical certificates from Traditional Chinese Medicine (TCM) practitioners are not accepted.
 - c. Compassionate Leave
 - Immediate family members are defined as grandparents, parents, parents-in-law, spouse, children and siblings. Generally, up to 3 working days after the demise of the immediate family member can be granted. Submit Certificate of Registration of Death via Statement of Absence (SOA) system to update your absence from classes.

d. Tested COVID-19 Positive

- Learners who are Covid-19 positive shall submit LOA for up to 3 days for ART+ or period of the MC.
- Supported by submitting an image of the Antigen Rapid Test (ART) results with written date and time on the ART-kit alongside NYP admission card, or Medical Certificate (MC) (if learners seen a doctor).
- Learner should seek medical advice should he/she be unwell after 3 days, or any time, if their symptoms are severe.

e. Public Transport Disruption

- Applicable for public transport disruption with scheduled and fixed routes, i.e. MRT and bus services.
- Not applicable for online lessons.
- No supporting documents needed.

f. Internet Service Disruption

- Applicable for online lessons only.
- Acceptable under these scenarios:
 - i. the lessons affected are synchronous on the day(s) of disruption; or
 - ii. the outage has extended beyond the week of the lesson if lessons are asynchronous

g. NS Obligations

- Applicable for National Service.
- Supported by submitting letter from MINDEF/SAF.

h. Statutory Obligations

- Applicable due to notice to attend to statutory obligations and demand, such as court order.
- Supported by submitting a copy of statutory notice/letter.

i. Approved Student Activities and Competitions

- Student represents Singapore and/or NYP in international, national, POLITE and NYP activities and competitions.

j. Overseas Work Commitment

- Prior approval must be sought from School before first date of travel.
- Acceptable supporting documents include, company notice of the travel location and period, flight tickets, boarding pass.

5. With effect from 25 Oct 2021, learners must update their absence from classes and assessments in Statement of Absence (SOA) system and submit the softcopy of the documentary proof within two (2) working days from their last absence date. For all assessments, including examination, learner must submit original hardcopy documentary proof within two (2) working days from their last absence date to their School's administration office during office hours*. For other classes, e.g. lecture, tutorial, practical and laboratory, if learner are selected for hardcopy verification, learner must submit the original hardcopy documentary proof, including medical certificate (if relevant), within the next two (2) working days from their last absence date to their School's administration office during office hours*. Once this is done, their absence will not be counted in the calculation of their attendance.

Monday to Thursday: 8:30am to 6:00pm Friday:
8:30am to 5:30pm
(Closed on Saturday, Sunday & Public Holidays)