



Attendance and Leave Policy

Attendance and Leave Application

Student members have the responsibility to attend all the sessions of the enrolled programmes/activities. Student members have to fulfil the minimum required attendance rate set out for the programmes/activities in order to receive a certificate.

Leave application before the lesson:

1. For the cases of absence or early leave, student members should notify the corresponding HKAGE Division responsible for the programme by submitting a completed “Leave Application Form” with supporting document at least 3 workings days before the lesson. Click [here](#) to find the Leave Notification form. The HKAGE may exercise exemption if students are absent for being the school representative in international competitions. Such exemption can be granted only if the students can provide sufficient documentary proof. The HKAGE will make final decision on granting the exemption.

Early leave/ being late during the session:

2. If student members cannot submit the “Leave Application Form” to the HKAGE 3 workings days before the session and have to leave early during the session, the “Leave Application Form” should be completed and submitted to the instructor during the session. When the student member leaves early during the session, they must submit the signed “Leave Notification Form, obtain approval from the instructor and” and sign on the “Early Leave Log Sheet” before they leave.



3. Late Attendance or early leave for any session will be recorded and student members will be marked absence “Absent” if it is over half of the session.

Other information

4. The HKAGE can terminate or cancel a session due to inclement weather conditions or other unforeseeable reasons. (Click [here](#) for Inclement Weather Arrangement). The session cancelled will be excluded in the calculation of attendance regardless whether any make-up session will be arranged.