



## **Attendance & Commitment Policy**

Regular attendance is crucial for student success, especially in our Exam & Performance Classes, where a minimum attendance rate of 85% is required. This policy ensures students remain engaged and prepared for examinations, performances, and competitions. Consistent attendance helps foster discipline, collaboration, and dedication, which are essential qualities for aspiring performers.

### **Regular Attendance Requirements:**

- Secondary School Students: An 85% attendance rate (no more than 4 missed classes per school year) is required for inclusion of any courses in the School Leaving Certificate, as mandated by the Education Department.
- HPA Exam & Performance Classes: To be eligible for examinations, performances, and competitions, students must adhere to the attendance requirements.

### **Notification of Absence:**

- The school must be notified if a student will miss a class. Please email us at [hello@hoipolloimalta.com](mailto:hello@hoipolloimalta.com) with the reason for the absence. We appreciate receiving this notice as early as possible.

### **Punctuality:**

- Students are expected to arrive on time for their classes to ensure a smooth start and to avoid missing crucial warm-up activities, which are essential for preventing injury. Students may enter the premises up to 10 minutes before their class begins.

### **Attendance Records:**

- Attendance records will be maintained for all classes for school records and contact tracing purposes. Records may be shared with health authorities if requested. Attendance records will be included in the student's End of Year Report

### **Drop-Off and Collection:**

- During drop-off and collection times, please use the loading and unloading bay located in front of The Creative Hub. To avoid disrupting our neighbours, please refrain from parking in front of neighbouring properties. The loading and unloading bay is designated for quick drop-offs and pickups.