

Malvern International Academy views and monitors the attendance of all students seriously. Students who fail to maintain the required attendance might face disciplinary actions, i.e. cancellation of student pass for international students.

The attendance monitoring system includes the following:

- **Collecting medical certificates for any absenteeism.**
- **Cancelling student's pass with ICA when international students' attendance does not meet ICA's requirement.**
- **Taking appropriate and timely interventions for absenteeism without valid reasons.**
- **Informing parents/guardians of regular absenteeism (for international students).**

For student pass holders, the Academy will ensure that their attendance fulfills ICA's requirements for issuing the students' passes. For all other students who do not require ICA's student's pass, course attendance must be at least 75% (in the absence of any other more stringent statutory requirements).

For international students, the Academy only accepts medical certificates (MC) as proof for absenteeism. Any other documents is only accepted on a case-by- case basis with full justification and must be acceptable by ICA.