

ABSENCE PROCEDURE

Student absence must be reported by a parent/guardian, not a student. If a student lives independently, then arrangements can be made with the personal tutor on who will report on any absence.

Absence from college must be reported as outlined below:

1. Any absence must be reported to the college by phone every day of the absence.
2. To report a student absence, parents/guardians should:
 - Contact the college on 01695 633244
 - Press 4 to report a student absence
 - Press 1 to report an absence using the College's automated system or press 2 if you wish to leave a voice message for the Attendance Officer.
 - If option 1 is chosen, parents/guardians will then be asked to enter their son/daughter's college ID number. This is found on your son/daughter's ID card. A text message will be sent to confirm the absence has been reported successfully and the register will reflect an authorised absence.
 - If a message is left for the Attendance Officer, they will mark the register accordingly and address any issues in the message.
3. Students must email all subject tutors and their Personal Tutor to notify them of the absence and ask for any work that they may miss. The responsibility for catching up with missed work is the students.

We will text all parents/guardians at the end of each day to inform them if their son/daughter has had any unauthorised absence during the day. We do not text at the point a lesson has been missed. If parents/guardians have any queries about attendance they can check on the parent portal or contact the student's personal tutor.

Parents/guardians of students who have a full day of unauthorised absence will also receive an email from the Attendance Officer the following day.

We would ask that all medical and dental appointments are made outside of lessons but in the rare case that this may not be possible, students should complete a request for absence form (available from student reception) before the event and present this to student services with any evidence to support the absence.

University open days and driving tests also require a request for absence form and should be presented to student services in advance of the event.

Trips and visits are dealt with internally.

HOLIDAYS DURING TERM TIME

If a holiday has to be taken during the college term then we ask that students complete the necessary steps:

1. A letter needs to be submitted by parents/guardians to the Principal outlining the request for the holiday including the reasons the holiday has to be taken in term time.
2. It is the students' responsibility to notify all their teachers and their Personal Tutor of the absence and any work that is assigned by the teacher, must be completed and handed in upon their return to college. It is also the students' responsibility to catch up with any missed work once they have returned to college.

Whilst the holiday will be recorded as notified if the steps above have been followed, please be aware that it will affect the students overall attendance percentage.

If the college has serious concerns about a student's attendance and academic performance we will advise that they do not go on the holiday as it may jeopardise the students' results.

Please see the attached 'Student request for absence form' which must be completed for each occasion of absence.

Student request for absence

Name						
ID number						
Personal Tutor						
Date of requested absence						
Blocks to be missed: Please indicate						
1	2	3	4	5	6	All day
Reason						
Evidence provided						
Signature of parent/guardian						
Date received by administration					Entered on register	