

## Absence Procedure

Student absence must be reported by a parent/guardian, not the student. If a student lives independently, then arrangements regarding absence reporting can be made with the personal tutor. The College operates an automated system for reporting absences.

Absence from college must be reported every day of the absence as outlined below:

1. To report a student absence parents/guardians need to have the students ID number ready, this is found on the students' ID card.
  - 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 A text message will be sent to confirm the absence has been reported successfully and the register will reflect an authorised absence.

The College does not need to know the nature of the students' absence. Parents can raise any concerns with the Personal Tutor.

2. Parents/guardians can also contact the college Attendance Officer by email at [Lauren.Tosh@Winstanley.ac.uk](mailto:Lauren.Tosh@Winstanley.ac.uk)  
*Please note: During term time, the Attendance Officers working hours are Monday – Friday, 8:30am until 12 noon.*
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. It is the students' responsibility to catch up with any missed work.

The college will text all parents/guardians at the end of each day to inform them if their son/daughter has had any unauthorised absence that day. We do not text at the point a lesson has been missed. If parents/guardians have any queries about attendance they can check 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 lesson time. In the rare cases that this may not be possible, students should complete a request for absence form (available from Student Reception) and present this to student services along with any evidence to support the absence before the appointment.

University open days and driving tests also require a request for absence form. Again, the request for absence form should be completed and handed into Student Reception along with any supporting evidence, before the event.

College trips and visits are dealt with internally.

### **Holidays during Term Time**

If a holiday has to be taken during the college term, the college asks that parents/guardians and students complete the below steps:

1. Along with a student request for absence form, a letter should 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. The student must notify all their teachers and their Personal Tutor of the absence. Any work that is assigned by the teacher must be completed and handed in upon their return to college. It is the students' responsibility to catch up with any other missed work once they have returned to college.

Whilst the holiday will be recorded as notified if the above steps 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 find attached a 'student request for absence' form which must be completed for each occasion of absence.**

# Student Request for Absence

Name:						
ID No:			PT:			
Date of absence:						
Blocks to be missed: Please indicate						
1	2	3	4	5	6	All day
Reason:						
Evidence provided:						
Signature of parent/guardian (If evidence not available)						
<b>FOR STAFF USE ONLY</b>						
Evidence seen: YES/NO			Staff initials:			
Register			MIS			
Date:			Initials:			

**PLEASE RETURN THIS FORM TO STUDENT SERVICES AND PROVIDE APPROPRIATE EVIDENCE.**

**IF EVIDENCE IS NOT AVAILABLE, A PARENT/GUARDIAN SIGNATURE IS REQUIRED.**