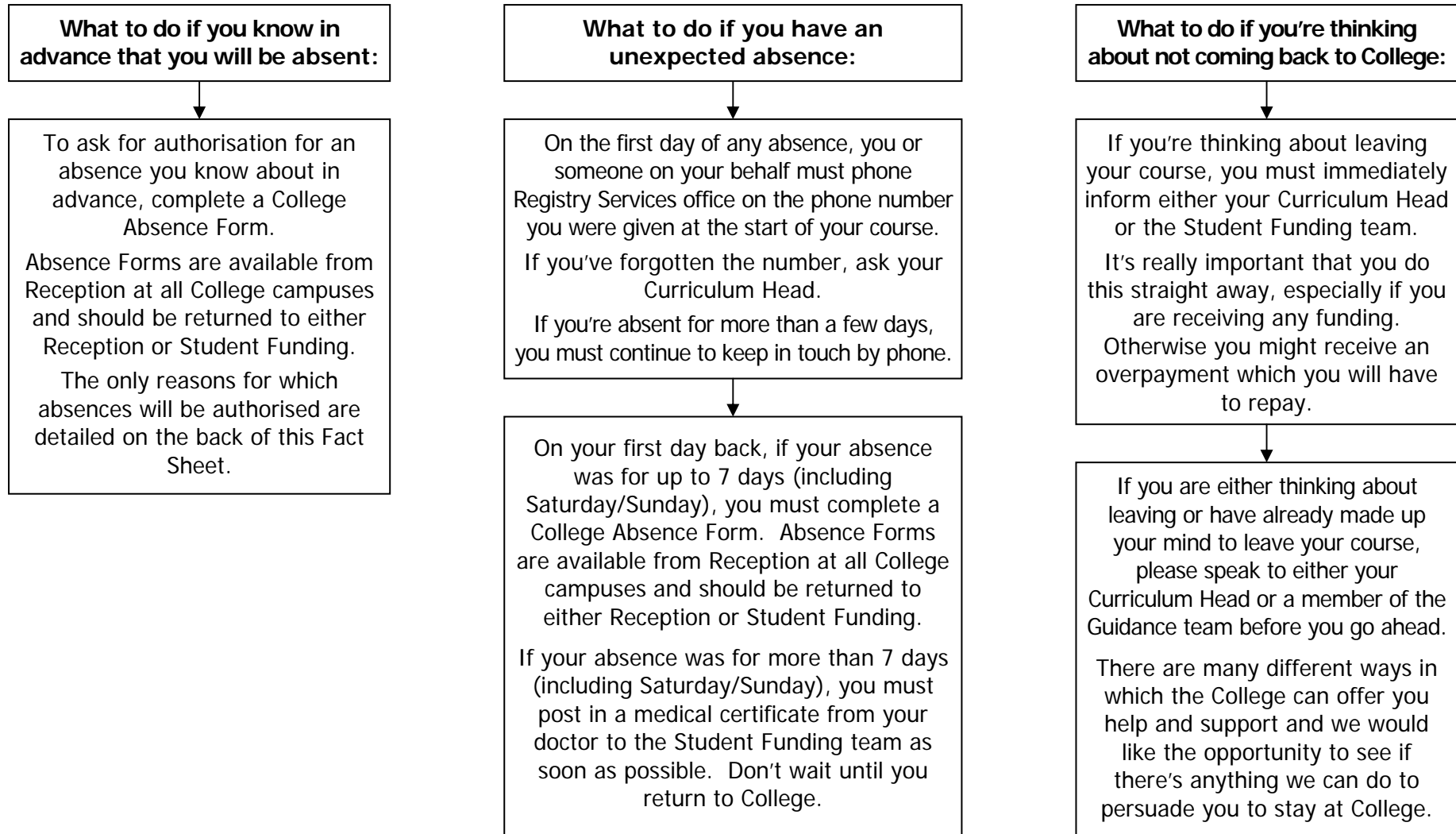


# Full-Time Students: Fact Sheet 1

## What to do if you're absent from College



## ABSENCE FORMS

It is important that you complete an absence form on your first day back at college if you have been off at any time.

**Absence forms count towards your record of attendance and it is important that you know that your funding or your place may be withdrawn if your absences are at an unacceptable level.**

Absence forms should also be completed if you miss classes due to appointments. If you know you have an appointment, authorised absence must be requested **in advance** from the Student Funding Team.

Absences will only be authorised in the following circumstances:

- ❖ To attend the funeral of a close family member
- ❖ To attend a hospital appointment \*
- ❖ To attend a dental appointment \*
- ❖ To attend an emergency appointment with a GP \*
- ❖ To sit a driving test \*
- ❖ To attend a job interview\*
- ❖ For an attendance in court \*
- ❖ To attend your own marriage or civil partnership ceremony
- ❖ To look after your own children if they are ill
- ❖ To look after your own children during in-service days

For all of the reasons marked \* above, you must show evidence to the Student Funding Team - for example, an appointment card or letter.

**Absences will not be authorised if you do not present proof.**

**Please make Learner Support staff aware if you have a medical condition that may, from time to time, affect your attendance at College. This information will be taken into consideration when attendance is monitored.**

In other exceptional circumstances not covered by any of the above, authorised absence may be given at the discretion of Student Funding Team.

The following are **NOT** acceptable reasons for requesting an authorised absence:

- ❖ An appointment with your GP, when it is not an emergency
- ❖ Waiting in for deliveries, repairs
- ❖ Family problems
- ❖ Personal problems
- ❖ Driving lessons
- ❖ Missing the bus
- ❖ Sleeping in
- ❖ Taking holidays

Non-attendance at College for any of these reasons will not be authorised but will be recorded as an absence.

### PLEASE NOTE:

- ❖ There is a limit to how many times you can be absent from college. Only five college days' absence will be accepted in each Semester (August – mid January) (January – June).
- ❖ If your absence lasts for more than 7 days (including Saturday and Sunday), you must post in a medical certificate from your doctor to the Student Funding Team. Do not wait until you return to college.
- ❖ Your funding and your place on the course will be reviewed after 3 weeks of any continuous absence. It may be difficult for you to catch up due to time lost in class, and your Curriculum Head will advise you about your options. Funding may be suspended while this process takes place.
- ❖ If you take holidays during term time you will be marked absent and you will not receive bursary/travelling expenses/EMA payments.
- ❖ If you have been absent for 10 days without letting the College know the reason why, you may not be allowed to continue on your course and you will receive a letter from your Curriculum Head informing you of this.