

Student Guide to Reporting Absence 2024-25

The required college attendance level is 100%. When attendance levels drop, so do academic performance levels.

If you are going to be absent on a day then you need to:

Telephone your area Programme Administrator **before 8.45am** on the day of your absence.

If you are a residential student, please telephone the safeguarding officer on duty **before 8.45am**.

ALE	Amanda Robinson	01270 613185
Animal Management	Angela Kenworthy/Jessica Hastings	01270 613222
Construction	Andrea Mitchell	01270 610932
Equine	Jill Elmore	01270 616448
Engineering/ Motor Vehicle	Mel Harper	01270 613269
Food and Business	Rachel Robbins	01270 613234
Foundation Studies	Donna White	01270 625131
Sports & Public Services	Val Nelhams	01270 613188
Residential Students only	Residential Services	07889216789

Give your name clearly.

State your course clearly.

Tell them why you are not in college and when you are likely to be back in college.

If you do not ring in, you will be marked as unauthorised in the register.

If your message is not clear, then you will be marked as unauthorised in the register.

If you are on holiday, then you will be marked as unauthorised in the register.

These are the only reasons when you can be marked authorised as absent:

1. Self-certificated period of sickness for 1 week of timetabled activity. Following 1 week's absence, evidence from a GP will be required in the form of a doctor's note which you will have to ask the GP for. Patterns of repeated non-attendance will be monitored, and evidence may be requested by your Attendance Impact Officer.
2. A medical appointment (show your appointment evidence to your Programme Administrator/Progress Coach)
3. A career related or university interview (evidence shown to your Course Manager/Progress Coach)
4. A work experience placement which is an integral part of a course, and for which the student does not receive a wage. (Self-certified agreed by Course Manager)
5. Attendance at a probation meeting or similar (supported by evidence of confirmation)
6. Attendance to a funeral (self-certificated)
7. Transportation issues i.e. weather conditions/strike action
8. Taking a driving test (supported by evidence)
9. Authorised study leave (authorised by Course Manager)
10. Religious holidays (self-certificated)
11. An emergency involving a family member (self-certificated)