

**BHASVIC**

What to do  
if you are  
absent from  
College

August 2011

## Absence Procedures

Please note that if you receive EMA, additional conditions apply.

All absence remains unauthorised unless the College is satisfied that the absence was unavoidable **and** also meets its criteria for authorised absence. It is a student's responsibility to communicate effectively with the College in respect of all absences and failure to do so without a valid reason will be a disciplinary matter.

### What do I do if I know in advance that I will be absent?

Complete a **Planned Absence Slip** and present it to Reception with evidence of the reason (eg your appointment card or letter) at least 24 hours before the event.

We **will** authorise:

- ✓ hospital appointments; orthodontist appointments; driving tests; religious festivals; emergency doctor's appointments; university open days and interviews.

We **will authorise these if we know in advance, but we cannot do so retrospectively.** Authorisation will not be made until official paperwork is received (eg an appointment letter/card).

We **will not** authorise:

- ✗ holidays in term time; routine doctor's appointments; dental appointments; driving lessons

If in doubt ask your Senior Tutor **before** you miss a scheduled commitment.

### What do I do if I am ill and don't come in to College?

#### Up to 5 days:

Either phone the **absence hotline**, 01273 559966, or **e-mail** us at [outofcollege@bhasvic.ac.uk](mailto:outofcollege@bhasvic.ac.uk) or send a **text** message to 07624 802745. You must contact the College every day that you are going to be absent.

On your return, bring in a note explaining the reason for absence, signed by a parent, and complete a '**Return to College**' form and hand it in to Reception within a day of your return. If you do not live with your parents or a carer, your Senior Tutor should sign the form.

**After 5 days:** You will need a doctor's certificate for absence.

### **What do I do if I become ill during the College day?**

Sign out at Reception. On your return to College, bring in a letter signed by a parent, complete a '**Return to College**' form and take the form to Reception. If you do not live with your parents or a carer, your Senior Tutor should sign the form.



### **What about Trips, Visits and Sports Fixtures?**

Taking part in educational trips and visits organised by the College counts as authorised absence, which is notified to the Attendance Team by the member of staff responsible for the event.

### **What should I do if I have timetable or course problems?**

If your timetable is not right because you have changed a subject or groups or there is an error on your timetable, **it is your responsibility to ensure that the change is completed with your Senior Tutor.** You should not assume the problem has been sorted out until you have a new timetable from the Information Office in room 11.

### **What about another reason not mentioned so far?**

The authorisation of absence for **any other reason** will be at the discretion of the College. You should not assume that absence will be authorised; if in doubt, discuss this with your Tutor.

[Student Attendance Policy](#)