



BHASVIC

WHAT TO DO IF YOU ARE ABSENT FROM COLLEGE

BHASVIC

September 2019

Absence Procedures

All absence remains unauthorised unless the College is satisfied that the absence was unavoidable and meets the criteria for authorised absence. We also reserve the right not to authorise absences where there is a clear pattern of 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.

Absences will not be authorised if you have not informed the College of your absence within two weeks.

If your attendance falls below the College expectation of 90% by Study Leave in May, you may be charged £50 towards your assessment and this will need to be paid if you are to continue at the College or have your £50 deposit returned to you.

Planned Absences

Complete a **Planned Absence Slip** and present it to Reception with evidence of the reason (appointment card, letter from your parent/guardian, University open day booking etc.) at least 24 hours before the event.

We **will** authorise:

- ✓ Hospital appointments, orthodontist appointments, driving tests, religious festivals, **emergency** doctor's appointments, dental treatment, 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.

We **will not** authorise:

- X Holidays in term time, routine doctors or dental appointments, driving lessons, festivals, leisure activities, dropping or picking siblings up from school, optician's appointments.

If in doubt ask your Guidance Manager **before** you miss a scheduled commitment.

Enriching or CV Building Activities

Authorised: If we have been notified about your absence and it is a genuine activity that enriches and broadens your CV, this must be **agreed in advance**.

Unauthorised: Holidays, leisure activities or paid employment.

Concession or Trip: BHASVIC organised events or activities.

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

Our preferred methods of notification are **Text, Email** or **Study Bugs app**.

Please note that **all voicemail messages** require written follow up using one other method or the absence will remain unauthorised.

Text message: 07860 022847

Email: outofcollege@bhasvic.ac.uk

Study Bugs: www.studybugs.com

Voicemail: 01273 559966

You must contact the College **before 10am** of every day that you are going to be absent. If you do not contact the College we may not authorise the absence.

After 5 days you will need to supply a doctor's certificate.

Absences that have not been authorised within two weeks will remain unauthorised.

What information is needed?

For all methods please supply:

- Student's **FULL name** (spelling clearly if leaving voicemail)
- **Date** of absence
- **Reason** for absence

Text, Email or Study Bug Notifications:

Ensure that you provide the **student's full name, date** and **reason for absence**.

Providing the message is sent from the parent/guardian email address or phone number held on file **no further follow up** is needed unless we contact you.

Voicemail Notifications:

When leaving voicemail speak clearly, spell the name of the student and provide the **student ID number** or **date of birth**, failure to do so may result in the absence being marked as unauthorised.

Please note: written follow up is required for all voicemail. The absence will remain unauthorised until this is received.

Bring in a note on your return to college signed by your parent/guardian explaining the reason for absence. Complete a **Return to College** form and hand both items in at Reception. Alternatively your parent/guardian can send a written message via email, text, or Study Bugs.

Student Self-Reported Absences:

Always give us your **full name, date** and **reason for absence**. Follow up by a parent or guardian is required unless you supply official evidence relating to the absence (hospital letter, University open day booking etc.) Student reported absences that do not have accompanying evidence will generate a text home to the parent/guardian for follow up.

For **students living independently** your Guidance Manager will be able to authorise absences, please discuss this with them.

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

You should sign out at Reception and this will be logged as a 'Student Self-Reported Absence' which will trigger an absent text to the parent/guardian as a reminder that follow up is required. Please use one of the written methods outlined in this document to notify us of the reason for the absence (text/email/study bugs/note)

If you live independently your Guidance Manager can authorise the absence.

Trips, Visits and Sports Fixtures

Taking part in educational trips and visits organised by the College does not count as absence. The Attendance Team is notified by the member of staff responsible for the event and class registers are adjusted automatically.

Timetable Problems or Mistakes

If your timetable is not right because you have changed a subject, block or class or there is an error on your timetable, **it is your responsibility** to ensure that the change is completed with your Guidance Manager.

Please keep checking your timetable on Student Advantage to make sure the change has been made. **You will be marked absent** until the class has been removed from your timetable.

Occasionally mistakes may occur and if you think that you were marked absent in error or arrived late to a class please complete an **I Was There** form or **Late Slip**. Both forms can be collected from Reception.

Once the relevant form has been signed by your teacher please return to Reception so that your attendance record can be updated.

If you think any other mistakes have occurred please contact the Attendance Team as soon as possible.

Other Reasons for Absence

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

If you would like to speak to a member of the Attendance Team please phone Reception on 01273 552200 and you will be connected or visit us in Room 22, calls to the absence line connect directly to voicemail.