



BHASVIC

WHAT TO DO IF YOU ARE ABSENT FROM COLLEGE

BHASVIC

September 2022

Absence Procedures

All absences remain 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.

Planned Absences

Please notify the college of a planned absence by using email, Studybugs, text or Parent Advantage. Send email attachments (appointment confirmation, University email etc) to studentabsence@bhasvic.ac.uk at least 24 hours before the event.

We are unable to accept handwritten letters; if there is a problem with making contact via electronic means then please phone Reception and speak to the Attendance Team on 01273 552200.

We **will** authorise:

Hospital appointments, orthodontist appointments, practical driving tests, religious holidays, emergency appointments (doctor/dentist), University visits.

Authorisation will not be made until official paperwork or written notification from the parent / carer is received.

We **will not** authorise:

Holidays in term time, routine check-up 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 in good time and it is a genuine activity that enriches and broadens your CV, this must be **agreed in advance**.

We do not authorise paid employment.

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

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

Email: studentabsence@bhasvic.ac.uk

Text message: 07860 022847

Study Bugs: www.studybugs.com (to download the app)

Parent Advantage: via www.bhasvic.ac.uk

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 will not authorise the absence.

After 5 days consecutive absence, you will need to supply medical evidence.

What information is needed?

For all methods please supply:

- Student's **FULL name**
- **Date** of absence
- **Reason** for absence

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

Student Self-Reported Absences:

Follow up by a parent or carer is required unless you supply official evidence relating to the absence i.e. hospital letter, University open day booking etc. Student reported absences will generate a text home to the parent/carer 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 which will trigger an absent text to the parent/carer as a reminder that follow up is required.

Trips, Visits and Sports Fixtures

If you were marked absent while taking part in a BHASVIC organised activity or trip, please contact the Attendance Team as soon as possible for this to be corrected by email to studentabsence@bhasvic.ac.uk

Register Mistakes

If your timetable is not right, it is your responsibility to speak to your Guidance Manager.

Occasionally mistakes may occur and if you think that you were marked absent in error or arrived late to a class please liaise with your teacher / tutor.

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

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.

Contact the Attendance Team

If you would like to speak to a member of the Attendance Team please phone Reception on 01273 552200 and ask to be connected.