BHASVIC

WHAT TO DO IF YOU ARE ABSENT FROM COLLEGE

BHASVIC

August 2023

Absence Procedures

Please see our Student Behaviour Policy and Student Code of Conduct / College Contract for full details of attendance expectation.
Any absence, whether authorised or not, still requires a student to catch up on missed work and unstainable levels of absence are a concern.

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 to not authorise absences where there is a clear pattern which is raising concerns.

As part of the College contact, it is a student's responsibility to ensure that all absences have been reported to the College and authorised as appropriate by the parent / carer in advance or on the day in the case of illness. Failure to do this will be treated as a behaviour issue which breaks the Student Code of Conduct. It will be taken very seriously if patterns emerge which suggest continued study at College is becoming unsustainable.

Parent Portal

[Parent Portal](#) is now our ONLY method of notifying the College of absences. All absences must be reported in advance using the Parent Portal, or in the case of unexpected absence such as sickness, absences must be reported on the day. Absences cannot be reported retrospectively

If there is a problem with Parent Portal or you need an account set up, please contact CIS@bhasvic.ac.uk

How to report an absence

1. Login to the Parent Portal and click "Presence" – "Absences" – "Absence Entry" in the menu on the left

2. Choose the date and time of the absence

3. Supply a reason for the absence from the drop-down list and provide who the absence was notified by

The Attendance Team will process absences within 2 working days. If we require any additional information relating to the absence we will contact you.

Please send any medical evidence or supporting documentation to studentabsence@bhasvic.ac.uk

Absences

Notify the College via Parent Portal **before 10am** if your student is absent. If you do not contact the College, we will not authorise the absence.

Under normal circumstances, absences will not be authorised if you have not reported them via Parent Portal, in advance, or on the day in the case of unexpected absence.

After 5 consecutive days of absence, you will need to supply medical evidence. Please send any documents or medical notes to studentabsence@bhasvic.ac.uk

We will authorise

- Sickness
- Doctor / Hospital appointments
- Dentist / Orthodontist appointments
- Religious holidays
- Unavoidable travel disruption
- University open days, visits or interviews
- Practical driving tests
- Funerals
- Work experience
- Job interviews

We will not authorise

- Holidays
- Driving lessons
- Festivals (not linked to religious or cultural identity)
- Leisure activities
- Dropping off or picking up siblings from school
- Paid employment

A full list of our absence codes are contained at the end of this document.

The authorisation of absences for **any other reason** will be at the discretion of the College. If in doubt, please discuss this with the Attendance Team **before** you miss a timetabled lesson.

Students living independently - your Guidance Manager will be able to authorise your absences, please make an appointment to discuss this with them.

Student reported absences – students can use CEDAR to self report absence. These absences remain unauthorised and these absences will still generate a text home to the parent / carer for follow up unless official evidence relating to the absence is supplied. Parents can verify the absence (on the day of absence) using the Parent Portal.

If a student becomes ill during the College day, they can notify the College via Cedar however this will be unauthorised until their parent/career verifies the absence on the Parent Portal. This must be done on the same day.

In exceptional circumstances we will accept retrospective absence reasons reported to studentabsence@bhasvic.ac.uk but these may remain unauthorised, and it may take up to a week for them to be registered on the system.

Enrichment and CV Building Activities

Please provide information to the Attendance Team or your Guidance Manager in advance so these absences can be decided on a case by case basis.

Register Amendments

If a student has been marked absent in error or arrived after registration, they should contact the Teacher directly or collect a **Register Amendment Form** from the Attendance Team, Room 108, College House.

Once the form has been signed by the Teacher / Tutor, please return to Room 108 for the register to be amended.

We are unable to follow up with Teachers / Tutors on your behalf.

Contact Details

Email: studentabsence@bhasvic.ac.uk

Phone: 01273 552200 and ask for the Attendance Team

In person: Room 108, College House

Attendance Code List for BHASVIC Registers 2023

Attended or did not need to attend

/   Present

C   Concession (also used if student is suspended)

E   Exam

L   Late

R   Religious observance

T   Trip

W   Withdrawn

X   Transferred

-      Student not expected in (whole college closure – study leave/strike/snow)

Authorised Absence: Where we have received confirmation from parent/carer or official paperwork

A   Authorised absence – other reason not listed below

M   Medical appointment – doctors, hospital, dentist, orthodontists

H   Hospital / in patient stay

D   Unavoidable Travel Disruption (for example transport strikes)

S   Sickness

Other Absence Codes: Where we have not yet processed the absence or the reason cannot be accepted.

O   Absent - reason unknown (unauthorised)

Q   Query – a reason for absence has been received however we have not yet reviewed it

U   Unauthorised absence, reason cannot be accepted

V   Holiday in term time (unauthorised)

Z   Student self-reported absence (verify reason via Parent Portal or it will remain unauthorised)