



# BHASVIC

## **WHAT TO DO IF YOU ARE ABSENT FROM COLLEGE**

**BHASVIC**

**January 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 unsustainable 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. 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.**

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

1. Login to the Parent Portal and click the Report Absence icon on the left 
2. Choose the date and time of the absence and select the class(es) that your student will miss
3. Supply a reason for absence from the drop-down list and add notes into the section below

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](mailto: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 within two weeks.

**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](mailto: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

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** - these will 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 via Parent Portal.

If a student becomes ill during the College day, they should sign out at Reception which will trigger an absence text to the parent / carer. Parents can verify the absence on the Parent Portal.

### **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](mailto:studentabsence@bhasvic.ac.uk)

**Phone:** 01273 552200 and ask for the Attendance Team

**In person:** Room 108, College House