



# BHASVIC

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

**BHASVIC**

**September 2017**

## Absence Procedures

All absence remains unauthorised unless the College is satisfied that the absence was unavoidable **and** also meets its 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.**

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.

### 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 (e.g., 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 (e.g., an appointment letter/card).

We **will not** authorise:

- X holidays in term time; routine doctor's appointments; dental appointments; driving lessons; festivals; leisure activities; dropping or picking siblings up from school; Opticians 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, but hasn't been organised by the College
- Unauthorised – A holiday, leisure activity or paid employment
- Concession or 'T' for trip – a BHASVIC organised event or activity

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

#### Up to 5 days:

Either phone the **absence hotline** on 01273 559966, **e-mail** us at [outofcollege@bhasvic.ac.uk](mailto:outofcollege@bhasvic.ac.uk), send a **text** message to 07860 022847 or use the **Studybugs app** or website. You must contact the College **before 10:00** in the morning of every day that you are going to be absent. **If you do not contact the College we will not authorise the absence.**

On your return, bring in a note explaining the reason for absence, signed by a parent or carer, 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 Guidance Manager should sign the form. Absences which have not been authorised within two weeks will remain unauthorised.

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

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

You should 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 Guidance Manager should sign the form.

### What about 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.

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

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.

### 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, please discuss this with your Personal Tutor