

Absences procedures and protocols

ACCEPTABLE Absences		
REASON	WHAT SHOULD I DO?	EVIDENCE
Illness	Inform the College on the first day of your absence and when you expect to return to College	Fill in a Self-Certification note for up to 5 days. 5 days + sickness will require a doctor's note.
Family illness / family problems / family commitments	Inform the College on the first day of your absence and when you expect to return to College	You must speak to your personal tutor on your return who will record the meeting.
Unavoidable appt./ Interview (Council, Employment, Educational, Hospital). Other appointments. should be rescheduled where possible	Inform your subject tutors and prior to the appointment so that they can give you instructions on work/handouts for the work missed	Appointment/Interview letter to be shown to your subject tutor
Personal problems	Inform the College on the first day of your absence & when you expect to return.	You should speak to your personal tutor on your return who will record the meeting.
Unacceptable Absences		
REASON	WHAT SHOULD I DO?	
Appointments (i.e. driving lessons, opticians, dentists, etc.)	Book these outside of your lesson times.	
Child Care	In the event of an unforeseen child care emergency please inform your Tutor / Clinic-Co-ordinator.	
Part-time work	We recognise that some students may need to work to support their studies, but students should be aware that education should take priority. Part time work should be organised outside of College hours.	

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Because of outstanding course work/exam revision	Students should never miss classes because they are behind with their studies. Extensions can be arranged and provision for support can be outlined. Students should discuss these problems with their tutors and come to amicable arrangements. Your Personal Tutor will discuss implementing Homework Plans and Action Plans with you in Tutorial.
Holidays (without good reason or negotiation)	Students should check the published dates of official college holidays and book their holidays within these times (dates available in the Student Academic calendar).