Student Absence Policy & Procedure

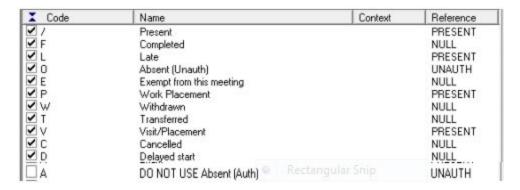| Date of Publication	January 2018
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Absence Policy and Procedure

All students are obliged to contact the college before 9am if they are unable to attend college for whatever reason. There is a Student Absence text service, the college Student Absence telephone line or they can send an email to their tutor to advise them of their absence. They are asked to provide their name, student reference, the Study Programme they are enrolled on and the reason for their absence.

Student absence is monitored at the start of the college day by the MIS Dept and various Curriculum Assistants. All the study programme registers of students who are absent (and have made contact) are marked accordingly, depending on their reason for absence, and a note is included on the registers to provide tutors with this information. Once all the registers have been marked, tutors can check the Student Absence Report, which is situated in the Attendance folder of the MSRS report suite on the Staff Portal, to see if there are any absences in their Dept. This process is completed each day by 11.00am

Please select a date OR leave as Todays Date 13/12/2017 ⌄   Please select a Department or % for ALL ANML ⌄   View Report

BCA   **17/18 Absence Line Report on 13/12/2017**

Class Code	Student Surname	Student Forenames	Date	Student Ref	Att Mrk	Reason
ANMLMF20X1701-1A	Kettle	Georgina	13/12/2017	30036382	O	Missed the coach
ANMLMF20X1701-1D	Lockwood Gibbs	Kristy	13/12/2017	30035706	A	Illness
ANMLMF30X1601-2B	Ludlow-Lorimer	Megan	13/12/2017	30034699	A	Doctors appointment
ANMLMF30X1601-2D	Seymour	Kayleigh	13/12/2017	30033520	A	Sick
ANMLMF30X1601-2D1	Seymour	Kayleigh	13/12/2017	30033520	A	Sick
ANMLMF30X1701-1A	Robins	Emily	13/12/2017	30031793	A	Unwell - attending a doctors appointment
ANMLMF30X1701-1C	Porter	Abbey	13/12/2017	30031256	A	Bad heartburn and migraine
ANMLMF30X1701-1D	Warnes	Jessica	13/12/2017	30034986	O	Car wont start
ANMLMF30X1701-1D	Charie	Nicola	13/12/2017	30035168	O	Unsafe conditions - ice
ANMLMF30X1701-1D	Short	Jessica	13/12/2017	30035884	A	

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Student absence reasons are considered by the Curriculum Assistant and a relevant register mark is assigned. Acceptable register marks are entered by teaching staff as follows:

Code	Name	Context	Reference
☑ /	Present		PRESENT
☑ F	Completed		NULL
☑ L	Late		PRESENT
☑ 0	Absent (Unauth)		UNAUTH
☑ E	Exempt from this meeting		NULL
☑ P	Work Placement		PRESENT
☑ W	Withdrawn		NULL
☑ T	Transferred		NULL
☑ V	Visit/Placement		PRESENT
☑ C	Cancelled		NULL
☑ D	Delayed start		NULL
☐ A	DO NOT USE Absent (Auth)	Rectangular Snip	UNAUTH

PRESENT = Positive absent register mark,

UNAUTH = Unauthorised absent register mark,

NULL = No register mark/blank

Registers are checked daily by the MIS Department to ensure compliance by teaching staff. Monthly Register Audits are completed by the Vice Principal and HoDs.

Teaching staff are contacted by MIS where:

• Registers haven't been marked

• Incorrect marks have been used

• A student has 4 consecutive unauthorised absences

• A student has been marked as W (Withdrawn) or T (Transferred) for more than 4 weeks to find out if this is correct and the necessary paperwork has been completed for MIS to effect these changes.

• The tutor needs to add a note to a register, where they have input an A (Authorised) absence mark with no explanation.

• Issues where students are not appearing on a register.

Apprenticeship Absence

Apprentices attend college for one day a week. Once the first register have been marked and student absence is noticed, the Curriculum Assistants contact the Apprenticeship Co-ordinator to advise of their dept's absences. The Co-ordinator checks the Student Absence Line report to see if they have contacted the college about their absence. If they haven't, the Curriculum Assistant rings the apprentice to find out the reason they are not in college and the Apprenticeship Co-ordinator contacts the employer either by phone or email to make them aware of the apprentice's absence. Both student and employer are reminded about using the Student Absence Line to inform the college of absence. This same procedure takes place in the afternoon for apprentices who don't attend their Functional Skills lesson.