



Conduct, Attendance and Registers

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This guide provides you with an explanation of the rules concerning your conduct (behaviour) and attendance of your study programme and related activities.

Conduct:

You are required to behave in accordance with the College 'Code of Conduct' and attend **all** course timetabled activities both on site and whilst working from home remotely.

Attendance and registers:

A register of attendance is taken in every lesson and for every activity.

Absence will be authorised through illness provided that:

- ▼ You inform the attendance officer by phone or by using the online form (see below for instructions).
 - ⇒ **By phone**, the telephone number is 01628 824444 (before 10.30am)
 - ⇒ **Online**, Complete and submit the Student Absence Reporting Form on our website at www.bca.ac.uk (before 10.30am) > Student Information - Attending College - Attendance
 - ⇒ <https://www.bca.ac.uk/student-information/attending-college/attendance/>

Using the **online** form

Your **student ID number**

- ▼ Your **full name**
- ▼ Your **reason for absence**

Absence will be authorised for other circumstances provided that:

- ▼ Requests for permission must be made in writing on the appropriate form and handed in for approval by the Course Manager and the SLT link at least one week in advance.

Please note:

- ▼ Permission for absence will only be granted under exceptional circumstances. Private vacations or routine appointments should be arranged outside timetabled activities wherever possible.

Excessive or unauthorised absence:

- ▼ Absence under any other circumstances is not permitted and may result in disciplinary or academic procedures being implemented. If you miss too many sessions you will find it impossible to complete your programme successfully and may lose your place on academic grounds.
- ▼ Persistent, unauthorised absence from maths and/or English lessons or your vocational course will lead to you being withdrawn from your study programme on academic grounds.

Attendance records will also contribute towards assessment for progressions onto a higher level programme. The College reserves the right to refuse your entry to another course in the future based upon your record of conduct and attendance.