

Unplanned Absences

Short Term Illness

Student must email complete and submit a [Sickness Absence Form](#) by 10.00 am each day they are absent, giving:

- PPM name
- Student number
- Brief details of illness

Any forms submitted after 10.00am will be recorded as unauthorised.

Signing Out Sick

See your own PPM or another PPM at either site, in person.

Medical Reasons

PPM refers to W&S so that medical information can be recorded and suitable support and arrangements for keeping up with studies can be put in place.

Short Term Planned Absences

For one or two days or for Elite Sport/ Work Experience/ Educational Visit

PPM makes decision on approval.
Email PPM well in advance:

- Giving reason
- Evidence
- Dates/times/lessons missed

Planned Absences

For three or more days

Request by letter/email from Parent/Carer to the Principal

Routine Requests

For a request to be considered for approval it will usually meet these criteria:

- Have a very good reason for having to occur during term time
- Be made at least **3 weeks** in advance of the dates requested
- Current attendance well above 90%
- Not clash with any:
 - External exams
 - Coursework deadlines
 - Controlled assessment windows
 - Internal College assessments
- Be for no more than five College days (this allows for a two-week visit when combined with a half-term break, or a three week visit when combined with the Christmas or Easter break)

Emergency Requests

For a request to be considered for approval it normally must meet these criteria:

- Be of an unforeseen/emergency nature
- Be made with as much notice as possible
- Not clash with any external exams
- Be for no more than five College days (this allows for a two-week visit when combined with a half-term break or a three week visit when combined with the Christmas or Easter break)

What will happen if I decide to go ahead with an unapproved planned absence?

- The absence will be recorded as unauthorised.
- Daily absence communications from the College will continue.
- The attendance percentage will go down; attendance levels are often included in references from the College.
- As the College has no legal powers over attendance, students or parents/carers will not be fined. If an exam is missed the College reserves the right to reclaim the costs from you.
- Students must take responsibility for keeping up with their studies without placing additional burden on teaching staff. They should access the resources made available for your class via WQEOnline/MS Teams.
- If more than four college weeks in a row are missed, the student will be withdrawn from college.