

# STUDENT ABSENCE

## Unplanned Absences

### Short Term Illness

Student must 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 Welfare & Skills so that medical information can be recorded and suitable support and arrangements for keeping up with studies can be put in place

### Other Short Term 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

Complete and submit the [Term Time Absence Request Form](#). This will be reviewed by our Associate Principal for Student and Welfare within 10 days of submitting the request.

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 95%
- 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 WQEOonline/MS Teams.

If more than four college weeks in a row are missed, the student will be withdrawn from college.