FE & Sixth Form Student Absence Guidelines

UCB has high expectations regarding attendance. The details are set out below:

You are expected to:

- Attend 100% of classes (Poor attendance may result in deferral or withdrawal on academic non-achievement or disciplinary grounds).
- Be punctual to all lessons and ensure your attendance is registered at every class.
- Log all absences in advance on ProPortal and upload any relevant evidence.

The College will:

- Monitor attendance, absence and punctuality.
- Act on any absence or lateness, give support where appropriate and initiate disciplinary action in all other cases.

Getting permission for an absence (Authorised absence)

It is understood that there may very occasionally be a reason you need to apply for permission to be absent. If the College agrees to authorise your absence, then your attendance record will show it as **authorised**. Authorised absences are counted as absences in official attendance statistics however they will not affect your eligibility for attendance-based funding/reward schemes.

Authorised absences should be reported in advance to the Attendance Team and your tutor via ProPortal, informing your tutor only is not sufficient.

The following gives the occasions when permission may be granted. Please be aware that official evidence will be requested in most cases:

- Pre-scheduled Hospital / Dental hospital appointment (letter required).
- Non-routine Doctors/Orthodontic appointment, i.e. hospital appointment taking place at a GP's surgery or dental surgery (letters required).
- Practical Driving test (evidence required).
- Attendance at a close family funeral (relationship details required) – 1 day only
- Religious holiday, duration at the discretion of the College.
- Visit to university to attend an open day or for interview; or career-related interview (evidence required).
- Participating in a significant extra-curricular activity (for example; taking part in a regional or national event such as drama, music or sport) (evidence required).
- Course-related training, only if permission given by your Group Tutor (letter required)
- Attendance at probation meeting, or court hearing as a witness (letter required).
- Severe weather or strike action affecting transports (exceptional circumstances only and at the discretion of the College, based on travelling distance by foot if required).

All other types of leave from college will result in you being shown as absent and a loss of funding (where relevant) in every case – including all cases of illness/sickness or injury, regardless of whether a doctor's note is obtained.

The following reasons for absence would not be acceptable as an authorised absence:

- Illness and sickness, including accidental injury (even if a doctor's note is provided).
- Routine Drs Appointments (i.e. dental/optical check-up or illness-related appointments).
- Emergency hospital appointments
- Personal bereavement
- Holidays or other leisure activities not organised by UCB
- Personal / family emergencies
- Part or full-time work that is not an allocated part of your programme of study
- Birthdays / Weddings or similar celebrations
- Caring for family members or babysitting younger siblings
- Driving Theory Test or driving lessons
- Court appearance as a defendant, unless subsequently acquitted (evidence required)

What should I do if I can't come to college?

Report your absence/lateness by logging into **ProPortal** and adding an **Absence Log** comment type. Detail the reason for your absence and upload any relevant evidence, choose to notify your tutor (the attendance team will be notified automatically by the comment type). If you are unable to use ProPortal you can email the attendance team at attendance@ucb.ac.uk or call on **0121 232 4061**. If emailing or calling state your full name, student ID, group and tutor, reason for your absence and date of expected return.

Where any absence genuinely could not be foreseen in advance, you must make arrangements to notify the college before your first class on the day in question.

Signing Out

If you need to leave college before your timetabled classes have finished for the day, you must sign out either with the College Nurse if you are unwell, or for any other reason, please notify the Attendance Team via ProPortal so it can be logged.

Placement

At the end of each placement day you should get your attendance signed off in your Hired Placement Portfolio which is accessed on Canvas. Alternatively, you may have a logbook which you should take with you every day to be signed, you should show this to your tutor once you have returned to college.

If you are absent from Placement, you must report this as you would any other absence as well as notify your placement tutor.

Lateness/Lack of Preparation/Failure to Participate

Arriving late to lessons, incorrectly dressed and/or not equipped or failing to undertake set tasks is not acceptable. Teaching staff will note on the online registers if you are late/leave early, are in the wrong attire/missing essential equipment or refuse to participate in class and your attendance mark may be subsequently amended to absent.