



FE & Sixth Form Student Absence Guidelines

The University College Birmingham has high expectations regarding attendance, and failure to meet them could result in a student losing their place on their course. The details are set out below:

You are expected to:

- Attend 100% (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.
- Get permission in advance from **The Attendance Team** and your Tutor for any time off.
- Log all absences 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.
- Authorise any attendance-based funding schemes accordingly, e.g. FE Bursaries, Travel or Child Care assistance

Getting permission for an absence (Authorised absence).

It is understood that there is very occasionally a reason why you may need to apply for permission to be absent. If the College agrees to authorise the absence, then your record will show it as **Authorised**, but it will remain counted as an absence and will affect your overall total attendance percentage. Although it will not affect eligibility for attendance rewards, nor result in loss of funding, where claimed, for example FE Bursary (DBS), Childcare or Travel assistance.

This type of absence is usually known in advance and should be reported to the **Attendance Team** via ProPortal before the day in question. Informing your Tutor is not sufficient.

The following list gives the occasions when permission may be granted on a limited basis. 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 either 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 or not 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?

As outlined in your College Induction in September: Report any absence by logging into ProPortal and adding a comment detailing the reason for your absence for the attention of the Attendance Team and your tutors. If you are unable to use ProPortal you can email the attendance team at attendance@ucb.ac.uk or call the attendance team on **0121 232 4061**. Make sure you speak clearly and state your **full name** and **student ID**, your **group and Tutor**, your **reason for absence** and **anticipated date of return**. State if you are missing a Placement day, so that Hired can be notified. Please store this number in your telephone contacts list for future reference:

Absence Hotline Number

0121 232 4061

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.

When you go out on Placement you must take your Placement Diary with you **every day** to be signed. Once Placement is finished you should take your signed diary to the first tutorial session back at College, otherwise you will be marked as absent - whether you attended or not. Your tutor is unable to update marks once the registers have been submitted to the Attendance Team. Dates and signatures anywhere other than on your official UCB Placement Diary will not be acceptable as proof of attendance.

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

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.

Lateness / Lack of Preparation / Failure to participate.

Arriving late to your sessions, incorrectly dressed/not equipped, or failing to undertake set tasks, will not be tolerated. Teaching staff will note on the online register if you arrive late, in the wrong attire/minus essential equipment, or display a refusal to participate in class.

Your mark may subsequently be amended to ABSENT and you will be subject to the disciplinary procedures outlined in UCB's Attendance Policy.