



BHASVIC

WHAT TO DO IF YOU ARE ABSENT FROM COLLEGE

BHASVIC

September 2024

Absence Procedures

Please see our Student Behaviour Policy and Student Code of Conduct / College Contract for full details of attendance expectations.

All absences, whether authorised or not, still require a student to catch up on missed work and unsustainable levels of absence will be flagged as a concern.

All absences remain unauthorised unless the college is satisfied that the absence was unavoidable and meets the criteria for authorised absence. We also reserve the right to not authorise absences where a clear pattern is raising concerns.

As part of the College Contact, it is a student's responsibility to ensure that all absences have been reported to the college and authorised by the parent / carer in advance or on the day in the case of illness. Failure to do this will be treated as a behaviour issue which breaks the Student Code of Conduct. It will be taken very seriously if patterns emerge which suggest continued study at college is becoming unsustainable.

Parent Portal

[Parent Portal](#) is now our only method of notifying the college of absences. All absences should be reported in advance, or in the case of unexpected absence such as sickness, absences should be reported on the day.

If you receive a text and email regarding an unexplained absence, you can report the reason for this via Parent Portal. If you have any issues reporting absences on Parent Portal, please email studentabsence@bhasvic.ac.uk and they can log this for you.

If there is a problem with Parent Portal, or you need an account set up, please contact: CIS@bhasvic.ac.uk

How to report an absence:

1. Login to Parent Portal and in the menu on the left select:
 - Presence
 - Absences
 - Absence Entry
2. Choose the date and time of the absence, you can report up to 5 calendar days (in the past or future) from the date you log in.
3. Supply a reason for the absence from the drop-down list and provide who the absence was notified by. Any supporting evidence can be uploaded at this point.

Absences

Notify the college via Parent Portal **before 10am** if your student is absent. If you do not contact the college, we will not authorise the absence.

Under normal circumstances, absences will remain unauthorised if you have not reported them via Parent Portal within 5 days.

After 5 consecutive days of absence, you will need to supply medical evidence. This can be uploaded on Parent Portal or emailed to: studentabsence@bhasvic.ac.uk

We will authorise:

- Sickness
- Doctor / Hospital appointments
- Dentist / Orthodontist appointments
- Religious holidays
- Unavoidable travel disruption
- University open days, visits or interviews
- Practical and Theory driving tests
- Funerals
- Job interviews

We will not authorise:

- Holidays
- Driving lessons
- Festivals (not linked to religious or cultural identity)
- Leisure activities
- Dropping off or picking up siblings from school
- Paid employment

The authorisation of absences for **any other reason** will be at the discretion of the college. If in doubt, please discuss this with the Attendance Team before your student misses a timetabled lesson.

Student reported absences – Students can use Cedar to self-report absences. These will remain unauthorised and generate a text and email to the parent / carer for follow up unless evidence is supplied.

If a student becomes ill during the college day, they can self-report the absence for the lessons they will miss via Cedar. If a student self-reports an absence, parents / carers will need to verify the absence on Parent Portal in order for it to be authorised.

We will not usually authorise reasons for absences that occurred more than 14 days in the past, except in exceptional circumstances. Please email studentabsence@bhasvic.ac.uk for the reason to be considered.

Students living independently – Please contact your Guidance Manager who will be able to authorise your absences.

Work Experience

All students will participate in a Work Experience placement during A1 Skills Week, this will be organised as part of the college-wide Work Experience programme; this is in line with OFSTED guidance that all work placements should be "Purposeful and Planned".

Additional work placements will not be authorised unless there are exceptional reasons for the request and approval will be decided on a case-by-case basis.

If you have an independently arranged work placement opportunity that you would like to request approval for, please email studentabsence@bhasvic.ac.uk at least 2 working weeks before the proposed start date, please provide the following information:

- Location of the placement
- Length of absence
- Reason for the request

Your request will be considered by our Student Support, Experience and Guidance teams who will review the proposed placement alongside your college attendance, current level of attainment and programme of study - you will be informed of their decision.

Students who receive authorisation to attend an independently arranged placement outside of Skills Week will still be expected to undertake a work placement during Skills Week. Furthermore, you must catch up on all assignments, tests and homework missed during your absence.

Any independently organised work placements will remain the responsibility of the parent/carer who must ascertain placement safety, suitability and conduct any necessary risk assessments. The college cannot be held responsible for any work placements that are undertaken independently and outside of Skills Week.

Please note that not all work placement requests will be approved.

Enrichment and CV Building Activities

Please provide information to the Attendance Team at studentabsence@bhasvic.ac.uk two working weeks in advance so these absences can be considered on a case-by-case basis.

Register Amendments

If a student has been marked absent in error or arrived after registration, they should contact the Teacher directly or collect a **Register Amendment Form** from the Attendance Team, Room 108, College House.

Once the form has been signed by the Teacher / Tutor, please return to Room 108 for the register to be amended.

We are unable to follow up with Teachers / Tutors on your behalf.

Contact Details

Email: studentabsence@bhasvic.ac.uk

Phone: 01273 552200 and ask for the Attendance Team

In person: Room 108, College House

Attendance Code List for BHASVIC Registers 2024

Attended or did not need to attend

- /** Present
- C** Concession (also used if student is suspended)
- E** Exam
- L** Late
- R** Religious observance
- T** Trip
- W** Withdrawn
- X** Transferred
- Student not expected in (whole college closure – study leave/strike/snow)

Authorised Absence:

Where we have received confirmation from parent/carer or official paperwork

- A** Authorised absence – other reason not listed below
- B** Work Experience – approved work experience placement
- D** Unavoidable travel disruption
- H** Hospital / in-patient stay
- M** Medical appointment – doctors, hospital, dentist, orthodontists etc
- S** Sickness

Other Absence Codes:

Where we have not yet processed the absence or the reason cannot be accepted.

- O** Absent - reason unknown (unauthorised)
- Q** Query – a reason for absence has been received however we have not yet reviewed it
- U** Unauthorised absence, reason cannot be accepted
- V** Holiday in term time (unauthorised)
- Z** Student self-reported absence (verify reason via Parent Portal or it will remain unauthorised)