**Absence and Attendance**

At Buxton and Leek College all students are expected to maintain excellent attendance in all areas of their study programme. Attendance is monitored through Individual progress reviews and recorded on Etrackr. The student is responsible to seek approval for their absence from their personal tutor. All absences will be recorded as ‘unauthorised’ until a student has completed their ‘absence and attendance form’ with their supporting evidence; students under the age of 18 must also have a signed letter from a parent/guardian. Requests for planned absence must be made in advance or in the case of an emergency, illness, weather/travel issues the Absence Reporting Procedure must be used (online Absence Report Form or by calling the Student Absence line. These absences will be recorded as an Explained Absence on registers.

 **Authorised absences may be agreed in the following categories:**

***Authorised Absence***

* College related activities: residential, exams, work experience or agreed self-study
* Medical or dental appointments that cannot be arranged outside college hours
* Emergency medical/dental will also need a letter or appointment card as evidence
* Illness, if under 18 will require signature from parent/guardian
* Family responsibilities will require notification in advance
* Religious holidays require notification in advance
* Jury service
* Attendance at a funeral
* University visit or careers/job interview if notified in advance
* Representing the college i.e. at a sporting event
* Attendance at a probation meeting or in court
* Driving test (copy of test letter will be required)
* Absence that is a consequence of a disability as defined by the disability act

***Unauthorised Absence***

The following reasons are not considered as valid reasons for absence for the purpose of attendance monitoring:

* Holidays during term time
* Work/Job commitments
* Leisure activities
* Family and other celebrations
* Driving lessons

\*It is important to inform the college of any changes in contact details.

\*Parents will be called if no explanation is supplied and notified of consecutive or trends of absence.

Jan 2019

**Progression**

Students falling below 90% attendance will trigger an initial meeting with your Tutor/Progress Coaches to look at issues affecting attendance. Actions and agreements will be made regarding support needs or disciplinary procedure.

In order to continue to the second year of their course, students must meet the 90% attendance monitoring and have completed all of their course requirements.

Students will be deemed to have left the course if they have not attended classes for four consecutive weeks.

**Punctuality**

Students are expected to arrive promptly to lessons; any students arriving more than 10 minutes late will be registered as late. Persistent lateness will be dealt with through the disciplinary process. If a student knows they will be late they should notify their lecturer in advance.

**Late or cancelled buses**

It is a student’s responsibility to arrive at the bus stop in time to meet the bus to college. In the case of late buses or cancellations the student must call the absence line to notify staff.

**Absence and sickness form**

Forms can be completed online through the college handbook http://blc.ac.uk/studenthandbook/absenceandattendance/ or collected from the college reception.

**Useful numbers:**

If you can't make it into College or to your work placement then please contact an Administrator between 8.30am-9.30am to let them know.

0800 074 0099 for Student Absence: Press 1- Buxton or 2 – Leek

Snow Line

01332 597 669 (press 2 for Buxton)

Latest weather information