

Attendance and Absence - Guidelines for Students

At Buxton and Leek College students are expected to maintain excellent attendance in all areas of their study programme. The core expectations for all students is **100% attendance, 100% punctuality, and 100% engagement.**

The college accepts there are occasions when it is not possible for you to attend college. You are responsible for seeking approval in advance for a planned absence from your Progress Coach. All absences will be recorded as 'unauthorised' until you have completed an **Absence Form** with supporting evidence; if you are under the age of 18 you must also have a signed letter from a parent/guardian. The Absence Form can be found on the "Current Students" page on the BLC website: [Useful Information for BLC Students | Buxton & Leek College](#)

In the case of an emergency, illness, weather/travel issues the Absence Reporting Procedure must be followed by either completing the online Absence Form or calling the Student Absence Line (0800 074 0099 Option 1). These absences will be recorded as an Explained Absence on registers.

Authorised absences may be agreed in the following categories:

Authorised Absence (recorded as either Reported Absence or Explained 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 appointments will 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.

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Attendance Monitoring

Your Tutors and Progress Coach will monitor your attendance on a daily basis. If you have not informed the college of your absence, or we have concerns about your wellbeing, your Tutor or Progress Coach will contact you. If you are under 18, your parents / guardians will also be called.

If your attendance falls below 90% attendance you will be invited to 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.

Progression

In order to progress to a new course or continue to the second year of your studies you must meet the 90% attendance requirement and have completed all aspects of your Study Programme.

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

Punctuality

You are expected to arrive promptly to lessons; any students arriving after the start of a lesson will be registered as late. Persistent lateness will be dealt with through the disciplinary process. If you know you will be late you should notify your lecturer in advance.

Late or cancelled buses

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

Absence Form

Forms can be completed online through the "Current Students" webpage [Useful Information for BLC Students | Buxton & Leek College](#)

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 option 1