



Absence Procedures – Guidance for Personal Tutors

These are guidelines and there are likely to be cases where discretion should be exercised.

An unauthorised absence is generally when a student fails to attend a scheduled teaching session, supervised study session or PT meeting without having informed the college in advance that he or she will be absent.

It can also be when a student has a series of absences and has informed the College but the reasons stated for absence are suspect or in some way trivial.

1. First unauthorised absence or several on the same day:

- At PT meeting, raise this and remind student that he or she must phone in to explain reason for absence.
- Find out the reason for this absence.
- Make a judgement on how to respond but ensure the student is aware that you have recorded the absence and that any further unauthorised absence will be considered seriously.

2. Second unauthorised absence within the same half-term:

- Attempt to contact the student as soon as you can. Don't wait for the scheduled PT meeting.
- Tell the student that two unauthorised absences are a cause for concern and let them know that their parent or guardian will be informed.
- Call the parent or guardian and inform them of the absences, reassuring them that you have contacted the student and will monitor any future such behaviour.
- If no telephone contact can be made with the student or parent/guardian, send a letter to the student with a copy to the parent or guardian, unless you have spoken to them.

3. Third unauthorised absence within the same half-term:

- Inform the Academic Principal or Director of Studies or COO that you feel there should be more serious consequences. These might be:
 - i. Supervised study
 - ii. A meeting with the Academic Principal
 - iii. Some other sanction as agreed with the Director of Studies or Academic Principal
 - iv. Expulsion