

Procedure for Reporting Absences

First Route

Online (students only) – You can log on to the College website 24 hours a day to report an absence, go to ‘Your Details’ and select ‘Report Absence’ from the list available. By following the instructions on the screen you can report an absence for up to two weeks in advance. If you need to leave college during the college day due to illness or an appointment, you will need to log your absence online either in the College Guidance Centre, using any other available college computer or via smart phone with internet access.

ALL Absences must be reported before the time of the lessons that will be missed.

It is important to note that there are certain exceptions to reporting your absence via this route; it is not possible to use this facility to report:

- Planned holidays (must be discussed with your tutor)
- If you are on contract or have been suspended or excluded for any reason.

Second Route

In Person

Barnstaple Campus – If you would prefer to report your absence in person, you can visit the guidance centre team who can note the absence and ensure it is logged online.

Tiverton Campus - You can report your absence directly to the admin team at Tiverton by visiting the main reception desk.

Third Route

By telephone – You can telephone the Attendance Hotline 01271 852441 (for Barnstaple learners) and 01884 235309 (for Tiverton Learners). The lines are open from 8.30am to 5.00pm Monday to Thursday and 4.30pm on a Friday to report an absence, please try and phone between these times if you would prefer to speak to an attendance officer and obtain a reference number for your absence. If you are unable to phone between these times, there is an answerphone facility in operation so that a message can be left at any time, but please be advised that you must be sure to leave a clear message of your reason for absence giving your full name, date of birth and student number. Unclear answerphone messages may result in unlogged absences.

- Report your absence on the day you are not going to be in College BEFORE your lessons are due to start otherwise we cannot record it as an ‘informed absence’

Holiday in term time

If you are planning to take a holiday in term time you must complete a Permission for Absence Request Form available from the Schools Admin Offices and submit it to your tutor for signature before returning to the Registers & Rooming Team for logging.

Remember!

1. Attendance is directly linked to achievement, it is important that you attend all of your lessons to increase your chance of success.
2. If you do not inform the Attendance Officer when you are going to be away from college, you will receive an absent mark on your attendance record which will affect your overall attendance percentage for the academic year.
3. If you are absent, you will be given a reference number, unique to you which acts as proof that your absence has been reported. Should there be any discrepancies with your attendance marks, please provide your tutor/admin staff with the reference number to enable them to investigate.
4. Please remember to speak to your tutor about any absences.
5. Please try to avoid booking family holidays during term time.
6. If you are regarded as 'significantly late' for your lesson by your lecturer, they may refuse entry to the lesson and mark your register as absent.
7. If you have any queries on absence reporting or in relation to your registers, please alert either the Registers & Rooming Team or discuss with your tutor.