

Learner Attendance FAQ

What do I do if I know in advance that I will be absent?

In exceptional circumstances, absence for periods in excess of the 5 allowable days/instances per semester may be authorised by your Curriculum and Quality Leader. If you require an authorised absence beyond the allowable days/instances, then please contact your Curriculum & Quality Leaders in advance or on the first day of the absence. You will not be granted authorised absences retrospectively. Exceptional authorised absences would not normally be issued for periods of sickness. However, in cases of sick dependents, you must contact the Curriculum and Quality Leader immediately as one day may be authorised to allow arrangements to be put in place.

What do I do if I am absent unexpectedly?

At any campus, you can contact your Key Support Adviser – you should be given the number in induction. Key Support Advisers are based in Coatbridge, Cumbernauld (also covering Broadwood and Kirkintilloch) and Motherwell, (covering Hamilton Towers too).

What do I do if I am going to be absent due to a holiday?

You would consult your lecturer and complete a Notification of Unpaid Holiday form.

What do I do if I have a medical condition that might affect my attendance?

You need to advise your lecturers or the Extended Learning Support Team. You should also contact the Curriculum and Quality Leader to make them aware.

What do I do if I am thinking of not coming back to College?

You would advise the Curriculum and Quality Leader. You can also talk to one of the Key Support Advisers or to a Student Adviser in your campus.

Quick Guide: To Reporting Absence from College - What do I do?

What to do if you know in advance that you will be absent.

You should let your Curriculum and Quality Leader or Course Leader know. You can self-certify your absence for up to 5 days per semester. You register this on the online attendance system.

If the absence will be covered by a medical certificate, or if it is for Jury Duty/court citation then you should obtain an exceptional absence form from Key Support Advisers. This should be completed and handed in with a copy of your letter/certificate to MIS staff in your campus to process. This ensures the correct name, course and student number are recorded.

What to do if you have an unexpected absence.

On the first day of your absence, you must contact the Key Support Adviser(s) (by phone, text or email).

If you are absent for more than a few days, please keep your Faculty and Key Support updated.

On your first day back, if your absence was for up to 5 working days, you should use your self-authorized/certificated allowance – go online to register them on the online attendance system. This **MUST** be done within 10 days to ensure you do not lose funding. If you have used your allowance, you must complete a College exceptional absence form and give to your Curriculum & Quality Leader, who may authorise your absence (but only if it is an 'exceptional' absence). The forms are available from Key Support Advisers.

If your absence is for illness and is more than 7 days (including Sat and Sun) you should provide a medical certificate. Please send this in as soon as possible to MIS staff, with your name, course and student number.

What to do if you're thinking of not coming back to College.

If you are thinking about leaving, you must immediately inform your Curriculum and Quality Leader. It is important that you do this straight away, especially if you are in receipt of funding. Otherwise, you may receive an overpayment and have to repay this.

If you are either thinking about leaving or have already made up your mind to leave, please speak to your Curriculum and Quality Leader or a member of the Student Advisers' Team.

There are many ways which the College can offer support and we would like the opportunity to see if there is anything we can do to help you stay at College.

Absence Forms/Online Recording

It is important that you complete the online authorisation of absence on your first day back at College if you have been off at any time.

Self-authorised absences count towards your record of attendance and it is important that you know that your funding or your place may be withdrawn if your absences are at an unacceptable level.

You are allowed up to a maximum of 5 days/instances self-authorisation for absence in each semester. This can be for any reason including sickness. Any unused days/instances cannot be carried over from 1st to 2nd semester.

In exceptional circumstances, absence for periods in excess of the allowable days/instances may be authorised by the learner's Curriculum and Quality Leader. If a learner requires an authorised absence beyond the allowable days/instances, they must contact their Curriculum and Quality Leader in advance or on the first day of the absence. Learners will not be granted authorised absences retrospectively. **Exceptional authorised absences normally cannot be issued for periods of sickness of the learner** (unless it is part of a reasonable adjustment). However, in cases of sick dependents, the learner must contact the Curriculum and Quality Leader immediately and one day may be authorised to allow arrangements to be put in place.

Please make the staff aware if you have a medical condition that may, from time to time, affect your attendance at College. This information will be taken into consideration when attendance is monitored.

If you take holidays during term time you will be marked absent and you will not receive bursary/travelling expenses/EMA or hardship payment for that period.

Please Note:

There is a limit to how many times you can be absent from College. If you are a full-time student this is no more than:

1st semester 5 self-authorised absences

2nd semester 5 self-authorised absences

5 weeks maximum absence allowed on medical grounds

Part-time students have a pro-rata number of absences allowed.