

Notification of Absence

To ensure good academic progress students must attend College regularly and on time. Student attendance will be monitored by the Personal Tutor. We send home emails daily informing parents if a student has any unexplained absence from class. We ask parents to inform us, by 10am on the day concerned, through the relevant Faculty Administrator, if their child is absent through illness.

In cases of absence the following procedures must be followed:

If a student needs to leave College during a working day, they should report to Reception at Deanfield or Rotherfield where they can register their illness and seek assistance. In the case of prolonged absence, the parent or guardian must contact the relevant Faculty Administrator, normally in writing. The Personal Tutor will then be able to arrange for work to be sent home to the student, if necessary. If a student builds up a sequence of unacceptable absences the College will act and contact their parent(s) or guardian. It is the College policy for students whose attendance is below 95% to pay a proportion of the examinations/registration fee for that subject/course. As a final consequence, if attendance remains poor, the student concerned may be asked to leave.

AUTHORISED ABSENCES

Absences that can be foreseen in advance should be reported to the Faculty Administrator as soon as possible. Absences should only be authorised in advance if the reason given for the absence is a good one. The following are examples of reasons for absence, which would be acceptable:

- A College-organised educational visit or activity
- A hospital or specialist medical appointment during college hours is acceptable (if supported by an appointment card or hospital letter); other medical appointments must be arranged outside College hours
- Attending a Henley College Lecture
- A religious holiday up to 3 days per academic year
- A visit to a University either to attend an open day or for interview or a career related/job interview (evidence required – official letter)
- Attendance at a funeral
- A driving test (letter from the DVLA will be required)
- Severe disruption to a student's mode of transport (for example where a student commutes by rail and a rail strike means there is no practical way of getting to College)

FACULTY ADMINISTRATORS

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