

## **Post 16 Absence Procedure**

<b>Authorised Absence</b>	<b>Unauthorised Absence</b>
<ul style="list-style-type: none"> <li>• Any medical appointments - evidence where possible is required (try not to book medical appointments during lesson time unless it is an emergency)</li> <li>• Illness - up to 3 absences authorised before the medical evidence is needed.</li> <li>• Driving Tests - an appointment card/letter required</li> <li>• University Open Days</li> <li>• Interviews at universities and/or for employment - evidence required.</li> <li>• Religious Festivals - at the discretion of the Head of the Centre (a maximum of 4 days)</li> <li>• Personal transportation problems - at the discretion of the Head of the Centre</li> <li>• Moving house</li> <li>• Taken ill whilst at the Centre - go to see your Learning Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Holidays in term time – letter sent by Head of the Centre</li> <li>• Christmas shopping</li> <li>• Driving lessons</li> <li>• Absence caused by fatigue due to holidays</li> <li>• Missing the bus or getting up late</li> </ul>

### Unplanned Absence

- Parent/carer/student telephones main office on morning of absence before 8.15am and the Learning Manager logs absence.
- Student collects missed work from subject staff on the day they return to the Centre, or by email if this is appropriate.

### Student taken ill during the day whilst at the Centre

- Student must see their Learning Manager who will contact home if they judge student to be too ill to remain at the Centre.
- If Learning Manager is not available, student reports to a member of the Office staff who will contact home.