

Gower College Swansea

Student Attendance Procedure: Student Guidance



Gower College Swansea
Coleg Gŵyr Abertawe

1. Introduction

- 1.1 Gower College Swansea recognises the relationship between good attendance, punctuality and student success. Persistent lateness and lack of attendance is disruptive to the teaching and learning activities of all college students.
- 1.2 The aims of this procedure are:
 - to enable all absences to be fairly and consistently dealt with across Gower College Swansea.
 - to monitor and improve the attendance of all students.
- 1.3 In interpreting these procedures the decision of the College is final. The College may amend this procedure at any time or depart from it depending on the circumstances of the case.

2. Attendance Guidance

- 2.1 You have signed and, therefore, are expected to comply with the Gower College Swansea Student Code of Conduct. Where your attendance is unsatisfactory you will be subject to the Student Disciplinary Procedure (Appendix 1).
- 2.2 You are required to arrive punctually and attend **all** classes, compulsory activities, tutorials and review sessions. This includes work placements.
- 2.3 Your attendance will be monitored through the Registers, the Student Information Database and the cause for concern system.
- 2.4 You must ensure that any part-time work or external activities do not affect your studies in College.
- 2.5 **Unexplained absences are unacceptable.** Where there are valid reasons for your absence you must provide proof of why you were not in college.
- 2.6 If you are absent for longer than four weeks without informing your Tutor, Co-ordinator, Assistant Faculty Tutor or Faculty Tutor and providing the appropriate evidence you will be withdrawn from the College. In this circumstance, the College's Student Disciplinary Procedures will not apply but your withdrawal will be recorded on the Student Information Directory for any future applications to the College. You have the right to appeal against the College's decision.

3. **Illness**

3.1 If you are unwell before you arrive at the College you or your parent/guardian must contact the College before 10am on each day of absence.

- if you attend Tycoch, Llwyn Y Bryn or Kingsway you must follow the procedures in outlined in Appendix 2;
- if you attend Gorseinon you must follow the procedures in outlined in Appendix 3;
- if you are on work experience placement, you must inform your supervisor at the placement and the College.

3.2 In the event of feeling unwell during the day:

- if you attend Gorseinon, you must inform the College Nurse or in her absence Reception.
- if you attend Tycoch, Llwyn Y Bryn or Kingsway please inform your faculty office.

Do not leave the premises without doing this.

4. **Explained Absences**

4.1 There are some absences which can be marked as an E (Explained) on the register. These include:

- Illness
- Medical appointments, which could not be made out of college hours.
- A Religious holiday (up to 3 days)
- A visit to a university interview, open day or a career-related interview.
- A work placement, which is an integral part of the student's programme of study and for which the student does not receive payment.
- Attendance at a probation meeting or a meeting with social worker.
- Severe disruption to a student's method of transport, such as a strike or snowstorm, that leaves the student with no alternative method of travelling to College.
- A driving test/driving theory test.
- A College representatives' meeting.

- 4.2 If you want the register to be marked as an E (Explained) you will need to provide proof that you were involved in these activities (see Appendix 4).
- 4.3 If you receive EMA funding you must present this proof to the Student Funding Team based in Student Services. You must do this within two weeks of the absence to ensure that you continue to receive the funding. **If proof is not presented to the Student Funding Team your absence cannot be marked on the Register as E (Explained).**
- 4.4 If you are not in receipt of funding you should provide the evidence to your Faculty Office who should file it in your Personal Record file.

5 Unexplained Absences

5.1 The following reasons for absence are **not** acceptable and cannot be marked as E (Explained) on the Register. They include:

- Holidays.
- Part of full time work which is not part of your programme of study.
- Leisure activities.
- Birthdays or similar celebrations.
- Shopping.
- Driving lessons.

5.2 This list is not exhaustive.

5.3 You should be aware that if you take holidays during term time you may be withdrawn from examinations and/or your coursework may not be submitted for verification. You may also be called to a meeting in accordance with Stage 3 of the Student Disciplinary Procedure in Appendix 1.

6 Disciplinary Actions for Breaking the Student Attendance Procedures

6.1 If you contravene the Student Attendance Procedures you will be subject to the Student Disciplinary Procedures as outlined below:

Stage One: You will be spoken to by a member of the academic team e.g. your Tutor, Co-ordinator, Faculty Tutor or Learner Area Manager. You will be expected to explain your absences and provide an action plan for improvement (Stage One). Your attendance will be monitored.

Stage Two: If your attendance fails to improve a further meeting will be held with you and, if appropriate, a final written warning will be provided to you (Stage Two) indicating that if you continue to

not attend you will be excluded from the College. Your warning may also include conditions. The College may decide:

- Not to enter you for examinations/external assessment.
- Not to submit your coursework for verification.
- Not to allow you to progress to the next year/level of your course.

Stage Three: If your attendance continues to be of concern you will be excluded from the College (Stage Three). A letter explaining this decision will be sent to you by the nominated person.

- 6.2 At any stage the College may contact your Parents/Guardians informing them of the attendance problem and invite your Parents/Guardians to the College to discuss your attendance.
- 6.3 If excluded you have the right to appeal against the decision.

7 Appeals

- 7.1 If you wish to appeal the decision you must write to the Head of Learner Services and Support within 5 days of the exclusion and state why you are appealing the decision.
- 7.2 If there are no clear grounds for the appeal and the College has followed its' procedures correctly an Appeals Panel will not be called. If the Appeal Panel goes ahead it will be dealt with in line with the College's Appeals Procedure.
- 7.3 This is the end of the procedure and there is no further right to appeal.

8 Procedure Date & Review

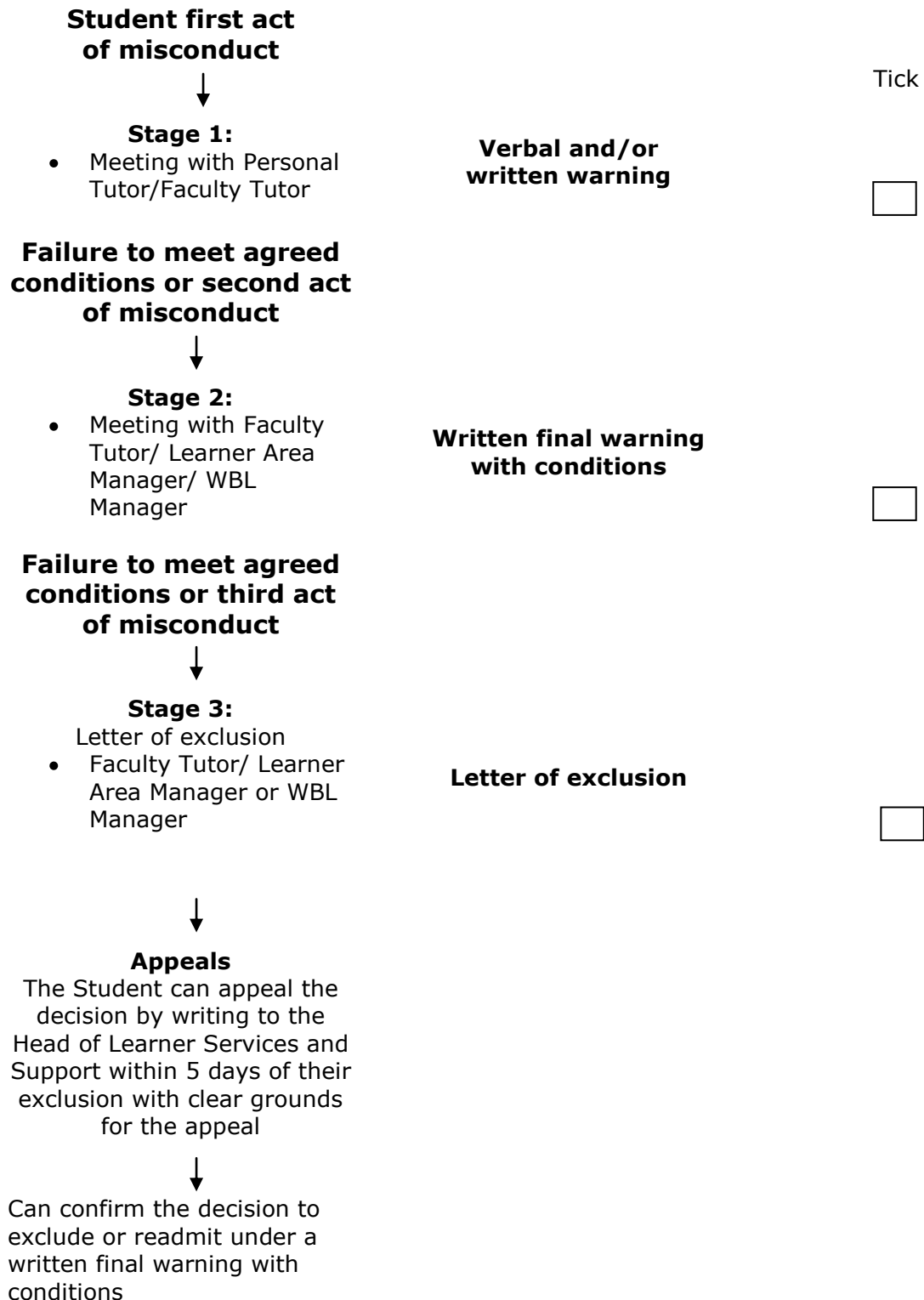
- 8.1 This procedure will be reviewed every three years. The date of the next review will be June 2014.

9 Other related documents

- Student Code of Conduct.
- Student Disciplinary Procedure

Appendix 1: Student Disciplinary Procedure

A student may be excluded from the College if his/her behaviour is not satisfactory and after his/her case has been properly considered, according to the disciplinary procedures specifically related to attendance as set out in this Policy.



Appendix 2: Student Absence Procedure (Tycoch, Llwyn-Y- Bryn or Kingsway)

If you are unable to attend College the following procedure must be adhered to. The College must be notified **before 10 am** on **every** day of absence.

1. Ring 01792 284000
2. Select 1 for English or 2 for Welsh
3. Select 1 for Student Choices
4. Select 1 to record an absence
5. Select YOUR Faculty and be ready with the information listed below:
 - Your full name
 - Your student I.D number
 - Your Date of Birth
 - Reason for Absence

OR

1. Enter www.gowercollegeswansea.ac.uk into your web browser
2. Click on the **Staff/Student Tab**
3. Click on the **Report Student Absence Tab** and enter the information requested on the template:

Your Full Name	Your student ID number
Your Date of Birth	Reason for Absence
Faculty	Campus
Attendance (FT/PT)	Select full-time or part-time option
Security Check	

This information will be placed on the system by the Student Funding Team so that lecturers can see if you are expected to be in that day.

Requesting your A (Absence) to be changed to an E (Explained) Absence

If you want the register to be marked as an E (Explained) you will need to provide proof that you were involved in an activity that can be marked as Explained (See Student Attendance Procedure).

If you receive EMA funding you must present this proof to the Student Funding Team based in Student Services. You must do this within two weeks of the absence to ensure that you continue to receive the funding. **If proof is not presented to the Student Funding Team your absence cannot be marked on the Register as E (Explained).**

If you are not in receipt of funding you should provide the evidence to your Faculty Office who should file it in your Personal Record file.

The Faculty will monitor student absences and decide on the appropriate action to be taken in line with the Student Disciplinary Procedure. This may result in you being asked to leave college on the basis of poor continued absence.

Appendix 3: Student Absence Procedure (Belgrave Road, Gorseinon)

If you are unable to attend College the following procedure must be adhered to:

The College must be notified before 10 a.m. on each day of absence using the College's absence phone line:

1. Ring 01792 890721
2. Be ready with the information listed below:
 - Your full name
 - Your date of birth
 - Your course and your Personal Tutor
 - Reason for absence

OR

1. Enter www.gowercollegeswansea.ac.uk into your web browser
2. Click on the **Staff/Student Tab**
3. Click on the **Report Student Absence Tab** and enter the information requested on the template:

Your Full Name	Your student ID number
Your Date of Birth	Reason for Absence
Faculty	Campus
Attendance (FT/PT)	Select full-time or part-time option
Security Check	

This information will be placed on the system by the College Nurse so that lecturers can see if you are expected to be in that day.

Requesting your A (Absence) to be changed to an E (Explained) Absence

If you want the register to be marked as an E (Explained) you will need to provide proof that you were involved in an activity that can be marked as Explained (See Student Attendance Procedure).

If you receive EMA funding you must present this proof to the Student Funding Team based in Student Services. You must do this within two weeks of the absence to ensure that you continue to receive the funding. **If proof is not presented to the Student Funding Team your absence cannot be marked on the Register as E (Explained).**

If you are not in receipt of funding you should provide the evidence to your Faculty Office who should file it in your Personal Record file.

The Faculty will monitor student absences and decide on the appropriate action to be taken in line with the Student Disciplinary Procedure. This may result in you being asked to leave college on the basis of poor continued absence.

Appendix 4: Evidence Required for Explained Absences

The following reasons for absence are **not** acceptable and cannot be marked as E (Explained) on the Register. They include:

Holidays.	Leisure activities.
Birthdays or similar celebrations.	Shopping.
Driving lessons.	Part of full time work which is not part of your programme of study.

The reasons below **can** be marked as E on the Register if evidence is provided.

Absence	Evidence Required
Illness	Letter from parent or guardian for one period of absence per academic year only. Subsequent absences MUST be backed up with a doctor's paper to receive an Explained Absence.
Medical appointments, which could not be made out of college hours.	Appointment card, official letter.
A religious holiday (up to 3 days)	Letter from parent or guardian.
A visit to a university interview, open day or a career-related interview.	Official documentation from institution/company.
A work placement, which is an integral part of the student's programme of study and for which the student does not receive payment.	List from Co-ordinator Work placement timesheet Authorised absence form signed by lecturer.
Attendance at a probation meeting or a meeting with social worker.	Official letter from officer/worker.
Severe disruption to a student's method of transport, such as a strike or snowstorm, that leaves the student with no alternative method of travelling to College.	Standard note signed by College.
A driving test/driving theory test.	Official letter.
A College representatives' meeting.	Letter signed by college representative.
The following reasons will be looked at for one-off explanation of absences, but any developing patterns will be investigated:-	
Extra-curricular activities e.g. sports participation at a national or county level. The activity needs to represent a significant personal achievement.	Explained Activity Absence Form signed by signed by Lecturer.
Long Term Absence*/Childcare Responsibilities	Explained Long Term Absence/Childcare Responsibilities Form signed by the Tutor/Co-ordinator/Assistant Faculty Tutor or Faculty Tutor
Attendance at a funeral or wedding of close family members.	Letter from parent/guardian.

*EMA is intended to cover costs incurred by attending further education. In exceptional circumstances students with long term sickness can only be marked as E (Explained) if the student keeps up-to-date with their college work. Sick papers should be provided and stored in the Student's Personal Record file by the tutor. The Tutor/Co-ordinator, in liaison with the Assistant Faculty Tutor/Faculty Tutor, must record details of the work completed on the Student Record Card. Medical absences that extend for three weeks or more will be subject to review, in order to assess the individual circumstances.