



Dereham Sixth Form College

Notification of Planned Absence from College

(For reasons other than personal sickness)

To be completed **AT LEAST 2 DAYS** before expected absence

IT IS YOUR RESPONSIBILITY TO INFORM YOUR TEACHERS OF THIS PLANNED ABSENCE AND COLLECT ANY WORK

NAME: _____ YEAR GROUP: _____

DATE(S) FOR WHICH ABSENCE IS BEING TAKEN:: _____

TIME : _____ TO: _____

(Enter times if absence is for part of a day)

Evidence MUST be supplied at the time of submitting this form

REASON	Please tick	Evidence Required
Higher Education Interview		Interview letter or email/parent letter or email
College/University Open Day		Parent/Guardian letter
Hospital/Doctor/Dentist Appointment		Appointment Card/Parent letter
Funeral		Parent/Guardian letter
Court Appearance/Jury Service		Written evidence
Driving Test		Appointment letter/card
Other (Give details)		Written evidence required

STUDENT SIGNATURE: _____ DATE: _____

TUTOR SIGNATURE: _____ DATE: _____

FOR OFFICE USE

EVIDENCE SUPPLIED: YES: NO:

ABSENCE AUTHORISED YES: NO:

FEEDBACK TO STUDENT/PARENT YES: NO:

Signed: _____ DATE: _____

Dereham Sixth Form College

Rules and Procedures for Reporting Absence for all students

High levels of attendance are an absolute expectation in the college and you are expected to attend 100% of your agreed programme of study. This includes all of the following:

- A Level /GCSE lessons
- Study Skills periods
- Group and individual Tutorial Meetings
- Exams – internal and external sessions

If you are unable to attend college for any reason it is the responsibility of you and your parent/guardian to provide information and evidence about any absences. If absence falls below 90% without a clear medical reason and/or these procedures are not being followed, you may be asked to pay for your own examination entries and may not be offered a place in Year 13. Where absence is unavoidable it is essential that you follow the procedures outlined below:

Sickness

- If you are ill you must contact the college by phone or e-mail as early as possible **on each day that you are sick**. There is a 24-hour absence line where a message can be left (Option 1 on main telephone menu). If the information is received from a parent/guardian on your behalf, the absence will automatically be authorised. Calls/emails received from students will need to be followed up on the day of return to college with a parental letter or completed Self Certification Form signed by a parent (copy enclosed). **Failure to complete this form will prevent the absence from being authorised.**
- If your absence is prolonged or repeated it is essential that you discuss this with the Year Head.

Planned Authorised absence

- **At least 2 days before** this absence you must complete a **Notification of Planned Absence Form** and make sure it is approved
- If you do not do this, the absence becomes unauthorised.
- You can apply for the following authorised absences:

Higher Education Interview

Job interview (excluding part-time jobs)

Funeral

Sixth Form Trips

Medical appointments that cannot be arranged outside college hours.

University/College Open Days

Court Appearance/Jury Service

Driving Test

Hospital Appointments

Documentary evidence of the above must be produced before authorisation can be given.

Further copies of the Notification of Planned Absence Form and Self Certification Form can be found on our website or outside reception.

Holidays – Unauthorised Absence

- Any holidays taken during term time are unauthorised. Holidays cannot be taken during exam time.