**Absence Procedures at Dv8 Sussex**

Attendance at Dv8 Sussex is highly valued. Attending all lessons and other commitments is one of the best ways a student can excel in their studies and achieve beyond their expectations. Dv8 Sussex expects 100% attendance from students.

We realise that at times absence is unavoidable. The College, therefore, has clear and simple procedures for reporting absence and ask that these are followed in every instance.

**What is expected?**

All absence remains unauthorised unless the College is satisfied that the absence was unavoidable and also meets its criteria for authorised absence. It is a student’s responsibility to communicate effectively with the College in respect of all absences and failure to do so without a valid reason will be raised with the student. Absences will not be authorised if you have not informed the College of your absence. If your attendance falls below the College expectation of 90% you will be referred to Student Support where support measure will be discussed.

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

Complete a Planned Absence Slip and present it to Reception with evidence of the reason (e.g., your appointment card or letter) at least 24 hours before the event.

We will authorise:

* Hospital appointments
* Orthodontist appointments
* Driving tests
* Religious festivals
* Emergency doctor’s appointments
* University open days
* Interviews

We will authorise these if we know in advance, but we cannot do so retrospectively. Authorisation will not be made until official paperwork is received (e.g., an appointment letter/card).

We will not authorise:

* Holidays in term time
* Routine doctor’s appointments
* Dental appointments
* Driving lessons
* Festivals
* Leisure activities

If in doubt, ask the Centre Manager.

**Enriching or CV Building Activities**

*Authorised* - If we have been notified about your absence and it is a genuine activity that enriches and broadens your CV, but hasn’t been organised by the College.

*Unauthorised* – A holiday, leisure activity or paid employment.

**What do I do if I am ill and can’t come in to College?**

*Absences of up to 5 days:* Your parent or carer should either phone the College (Brighton - 01273 550432 or Bexhill - 01424 213890). The College must be contacted before 09:30 in the morning of every day that you are going to be absent, you can also email us at absence@dv8sussex.com.

On your return to College your parent or carer will need to authorise your absence. If the College is not contacted we will not authorise the absence. There are 2 ways you can authorise an absence:

1. By letter - Please bring in a note signed by your parent or carer explaining the reason for absence.

2. By email – Your parent or carer should send us an email, explaining the reason for absence,

Absences which have not been authorised within two weeks will remain unauthorised.

*Absences of more than 5 days:* You will need a doctor’s certificate for such absences. If an absence of more than 5 days is not due to ill health, please ensure that your parent or carer communicates with your tutor or a member of Student Support.

**What do I do if I become ill during the College day?**

You should sign out in the Centre Office. On your return to College, bring in a letter signed by a parent and hand into the Centre Team.

**Please Note:**

A Student Contract may be issued for an unauthorised absence. Persistent unauthorised absence and/or lateness may result in being asked to leave your course.

**Centre Team Contacts**

**absence@dv8sussex.com**

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| **Brighton Campus**Hannah Manners - Centre Managerhannah.manners@dv8sussex.comHannah O’Hara - Centre Administratorhannah.ohara@Dv8sussex.com01273 550432 | **Bexhill Campus**Jo Israel - Centre Managerjo.israel@dv8sussex.comVicki Wood - Centre Administratorvicki.wood@dv8sussex.com01424 213890 |

**Request for planned absence**

Student’s Full Name

……………………………………………………………….

Course Name

……………………………………………………………….

Telephone Number

Home: ……………………………………………………....

Student Mobile: .…………………………………………....

**To be completed by student**

Date(s) of intended absence: ………………………………………………………………………..

Reason for absence: …………………...………………………………………….......................

…………………………………………....…………………………………………......................

…………………………………………....…………………………………………......................

Student’s signature ..........................................…………. Date .............................

**Office use only**

Date received …………………………… Absence authorised? YES/NO

CAL signature ……………………………………. Date ……………………………..

Evidence provided …………………………………………………………………………………..

Logged in register by ………………………………..