

Student Attendance and Absence Policy

Attendance

All Swansea Sixth-form College students are expected to be in College every day, to register with their tutor and attend all timetabled lessons. The only exception is where students are carrying out work placements which have been organised by the College.

Students are permitted to leave the site at lunchtimes. However, they should ensure that they sign out/log out in the office reception and ensure that they return promptly for any afternoon lessons.

If a student is unable to attend on a particular day due to illness or unexpected absence he/she or a representative should:

- Telephone the College on 01792 53 5000 at least 15 minutes before the start of the lesson to explain the absence. He/she is expected to phone the College every day until they return.
- If the students is absent for 5 consecutive days, on their return, he/she will be asked to complete an **AUTHORISED ABSENCE FORM** and may be asked to attend a back-to-College interview with a member of staff/ tutor.

If he/she has a pre-arranged absence, he/she should also complete an **AUTHORISED ABSENCE FORM** (All pre-arranged absence must be authorised by a member of the management team.)

Valid reasons for absence include:

Hospital Appointments
University Open Days
Funerals
Driving Test (but not driving lessons)

Please be aware that it may have a detrimental effect on students to be absent for recreation, social reasons and holidays taken in term time and may be a

contributory factor to missing deadlines or failing courses. If a student has a visa to study at Swansea Sixth-form College, please note the additional information below. If monthly attendance falls below 90%, he/she will be required to attend an interview with the Director.

Under 18s

If a student is under 18 and does attend registration, classes or other scheduled events: the Academic Manager or nominated member of staff will attempt to contact both the student and their legal guardian in the UK, within 15 minutes.

Over 18s

For over-18s, the Academic Manager or nominated member of staff will attempt to contact the student after two days of absence.

Visas

If a student has a visa to study at Swansea Sixth-form College, the College is required by law to report to UKVI if attendance is unsatisfactory. If he/she misses more than five days, he/she will be required to attend a meeting with the Academic Manager or the Director to discuss their attendance. If he/she continues to have unauthorised absences, SSC may report the matter to UKVI and, in some cases, this can result in the visa being cancelled, and the student will have to return home. No refund of fees will be paid if the student returns home as the result of visa cancellation.

All students' attendance will be monitored and recorded electronically and from time to time may be shared with the Home Office and relevant government bodies.