



Authorised Absence Form

Please note the following information about your attendance (as in College Handbook)

All Swansea 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 in the office reception and ensure that they return promptly for afternoon lessons.

If you are unable to attend on a particular day due to illness or unexpected absence you or a representative should:

Telephone the College by 8.45am to explain your absence. You are expected to phone the college every day before 3pm until you return.

On your return, you will be asked to complete an **AUTHORISED ABSENCE FORM** and may be asked to attend a back to college interview with your tutor. If you have a pre-arranged absence you should also complete an **AUTHORISED ABSENCE FORM**.

All pre-arranged absence must be authorised.

Valid reasons for absence include:

- Hospital appointments
- University open days
- Job Interviews (not part-time or weekend jobs)
- Weddings, funerals, religious holidays
- Driving test (but not driving lessons)

Please be aware that it may have a detrimental effect for 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 attendance falls below 90% in any month, you will be required to attend an interview with the Academic manager or Director.

Finally, please be prepared to provide the College with written evidence of the reason for your absence (doctor's notes, email, invitations, etc).

Authorised Absence Form

NAME _____

REASON FOR ABSENCE _____

DATE(S) of ABSENCE:

FROM _____ (AM/PM) TO _____ (AM/PM)

STUDENT'S SIGNATURE _____

COMPLETION DATE OF FORM _____

AUTHORISED BY _____

Principal (signature)

DATE _____