



Student Attendance and Absence Policy

Attendance

Students are expected to be in College / online 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. Where students are studying online the same is expected from them. Students are permitted to leave the site at lunchtime if consent has been provided by parent/guardian. However, students should ensure that they sign out/log out in the office reception and ensure that they return promptly for 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:

- Call /email the office as early as possible in the morning to explain the absence. Students are expected to inform the office every day until they return.
- If the student 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 the student has a pre-arranged absence, they will be marked as excused on the attendance register.

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 maybe a contributory factor to missing deadlines or failing courses. If a student has a visa to study with us, please note the additional information below. If monthly attendance falls below 90%, they will be required to attend an interview with the Principal.

Under 18s

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

Over 18s

For over-18s, the Admin staff will attempt to contact the student at the end of the first day of the absence.

International Students

If a student has a visa to study at Swansea 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 Principal to discuss their attendance. If he/she continues to have unauthorised absences, we 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 a 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.