

What do I do?



Coatbridge College

What to do if you know in advance that you will be absent.

You will need to obtain an authorised absence form from your Faculty Support Assistant. Contact details are contained within this guide. This must be completed and signed by your Curriculum Leader. You can find the reasons that cover an authorised absence within this guide.

What to do if you have an unexpected absence.

On the first day of your absence, you must phone your Faculty Support Assistant. If you are absent for more than a few days, please keep your Faculty Support Assistant updated.

On your first day back, if your absence was for up to 7 days (including Sat and Sun), you must complete a College absence form. These are available from your Faculty Support Assistant. You are permitted 1 absence form per semester. If your absence is for more than 7 days you must provide a medical certificate, please send this to your Faculty Support Assistant as soon as possible. **DON'T WAIT TILL YOU RETURN**

What to do if you're thinking of not coming back to College.

If you are thinking about leaving, you must immediately inform your Curriculum Leader. It is important that you do this straight away, especially if you are in receipt of funding. Otherwise you may receive an overpayment and have to repay this.

If you are either thinking about leaving or have already made up your mind to leave, please speak to your Curriculum Leader or a member of the Guidance Team in Student Services. There are many ways which the College can offer support and we would like the opportunity to see if there is anything we can do to help you stay at College.

Absence Forms

It is important that you complete an absence form on your first day back at College if you have been off at any time. **Absence forms count towards your record of attendance and it is important that you know that your funding or your place may be withdrawn if your absences are at an unacceptable level.**

Authorised Absence forms should also be completed if you miss classes due to appointments. If you know you have an appointment, authorised absence must be requested **in advance** from your Curriculum Leader.

Absences will only be authorised in the following circumstances:

- To attend the funeral of a close family member
- To attend a hospital appointment *
- To attend a dental appointment/dental Hospital *
- To attend an emergency appointment with a GP *
- To sit a driving test *
- To attend a job interview*
- For an attendance in court *
- To attend your own marriage or civil partnership ceremony
- To look after your own children if they are ill
- To look after your own children during in-service days

For all of the reasons marked * above, you must show evidence to the Student Funding Team - for example, an appointment card or letter. **Absences will not be authorised if you do not present proof.**

Please make the Horizon Centre staff aware if you have a medical condition that may, from time to time, affect your attendance at College. This information will be taken into consideration when attendance is monitored.

In other exceptional circumstances not covered, authorised absence may be given at the discretion of Student Funding Team and your Curriculum Leader.

The following are **NOT** acceptable reasons for requesting an authorised absence:

- An appointment with your GP, when it is not an emergency
- Waiting in for deliveries, repairs
- Family problems
- Personal problems
- Driving lessons
- Missing the bus
- Sleeping in
- Taking holidays

Non attendance at College for any of these reasons will not be authorised and will be recorded as absence.

Please Note:

There is a limit to how many times you can be absent from College. Only 1 absence from College per Semester will be accepted. A maximum of 3 requests for Authorised Absence per College Semester (max of 2 days each) * with exception of Jury Duty.

If your absence lasts for more than 6 days (including Saturday and Sunday), you must post a medical certificate from your doctor to your Faculty Support Assistant.

If you take holidays during term time you will be marked absent and you will not receive bursary/travelling expenses/EMA or hardship payments.

Faculty Support Assistant Contacts

Faculty 1

Courses	Faculty Support Assistants	Telephone
Early Education & Childcare Business Health & Social Care	Margaret McKeown Caroline Duns	01236 422316 Extension: 2372 2034

Faculty 2

Courses	Faculty Support Assistants	Telephone
Automotive & Transport Dental Studies Science	Margaret Weir & Anne McIntosh	01236 422316 Extensions: 2334& 2314

Faculty 3

Courses	Faculty Support Assistants	Telephone
Beauty, Spa & Holistic Therapies Computing & Creative Technologies Communities Hairdressing & Make-up Artistry New Opportunities Performing Arts SQA Highers Support for Learning	Bryan Smith & Nicola Fulton	01236 422316 Extension: 2213& 2317