

SOUTH EASTERN REGIONAL COLLEGE

NOTIFICATION OF ABSENCE FORM

Unexpected Absence (Please tick)	Authorised Absence (Please tick)
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Please tick if you are applying for an Unexpected Absence or Authorised Absence.

Unexpected Absence

If you are absent from the College or unable to study for more than 2 days for medical or personal reasons then you should complete this form and submit it to your Programme Coordinator/Course Director by the 5th working day following the commencement of the absence. For absences of longer than one week a medical certificate or other evidence is required and should be attached. For periods of less than 5 days it is recommended that supporting documentation be attached unless there are clear reasons why this is not available. If no documentation is available you should give your own explanation.

If you are unable to hand in coursework or attend for examination you should, in addition, complete an EC1 form in order that you **may be** considered for an extension by the Programme Coordinator/Course Director.

Name: _____ Date: _____

Name of Programme Coordinator/
Course Director: _____

I was absent from College from: _____ To: _____

Because of (please tick): Illness Personal circumstances

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I did/did not consult a doctor/counsellor/member of academic staff.

A letter/certificate is attached **Yes/No**

If no certificate is attached please give reasons and a brief description of the nature of your illness or other difficulty.

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If the matter is personally sensitive, you might wish to consult a doctor or a counsellor to make a statement on your behalf.

Please ensure that evidence is submitted to your Programme Coordinator/Course Director within one week of the period of absence.

Signature of Student: _____

Date Submitted: _____

Authorised Absence

If you expect to be absent this may be authorised in specific circumstances where it is supported by sufficient evidence. You should inform the Programme Co-ordinator/Course Director a minimum of two days in advance of the event. Attendance will be reviewed periodically as per the College's Authorisation of Absences SOP. Disciplinary action may be taken where poor attendance is identified. Please refer to the SOP for details. The type of issues which **may be approved** as authorised absences can be found in the College HE Handbook.

If you are unable to hand in coursework or attend for examination you should, in addition, complete an EC1 form in order that you **may be** considered for an extension by the Programme Coordinator/Course Director.

Name: _____

Date: _____

Name of Programme Coordinator/
Course Director: _____

I was absent from College from: _____

To: _____

Because of (please state reason):

I did/did not consult a doctor/counsellor/member of academic staff.

Reason for absence is attached

Yes/No

If no evidence is attached please give reasons and a brief description of the nature of your illness or other difficulty.

If the matter is personally sensitive, you might wish to consult a doctor or a counsellor to make a statement on your behalf.

Your Programme Co-ordinator/Course Director will aim to return to you with a response within three working days. It is therefore important that you give as much notice as possible, but it is understood that in some cases this may not be possible and each case will be considered in context.

Please ensure that evidence is submitted to your Programme Coordinator/Course Director a minimum of one week before your absence where possible.

Signature of Student: _____ **Date Submitted:** _____

Please email this Notification of Absence form to your Programme Co-ordinator/Course Director.