

<Creative Academy>

<Student Absence Policy>

Overview

Student absence policies mandate regular attendance (typically 100%), requiring students to notify the school on the first day of absence at the earliest convenience. Valid reasons include illness, medical appointments, or authorised leave. Unauthorised absences, especially repeated can result in action as outlined in the policy below.

Key aspects of the student absence policy include:

- **Authorised vs. Unauthorised Absences:** Authorised absences are approved by the school (e.g., illness, pre-approved leave). Unauthorised absences occur without permission or justification.
- **Reporting Procedures:** Students must notify the institution, providing evidence for illnesses or absence.
- **Leave of Absence Request:** Requests should generally be submitted at least two weeks in advance, particularly for non-emergency reasons.
- **Persistent Absence:** Attendance below 90% is often classified as persistent absenteeism.
- **Higher Education Attendance:** Universities expect near 100% attendance, with absences reviewed regularly and at risk of withdrawal if attendance falls below 90%.

The purpose of this policy is to;

- provide a clear framework for reporting and recording absences
- promote supportive and effective management of absence
- ensure fair and consistent management of absences
- ensure that students have the support they need from the Creative Academy
- ensure any support is considered as early as possible.

This policy applies to all students studying at the Creative Academy, enrolled on to a course. This policy should be used alongside the Student Learning Agreement.

Where an instance of absence has taken place the student is required to fill in the Student Absence Form and return it to the Creative Academy office staff in a timely manner. The form is to be used for both requesting an authorised absence and reporting on unauthorised absences. Authorisation of absences is at the discretion of the Creative Academy Manager. The monitoring of absences will be carried out by authorised staff only. The monitoring of absences will include full days, half days or lesson/module missed. Creative Academy tutors will endeavour to provide support as early as possible to intervene with potential issues that could lead to repeated absences.

All absence issues will be discussed with the student as per below -

Students missing one session counts as one absence (this includes students being asked to leave a class by a tutor or another member of the Creative Academy/Slough Borough Council staff).

- three absences, student will receive a verbal warning
- six absences, student will receive a written warning
- nine absences, student will only be able to complete modules and removed from all other aspects of the programme.

Notification of the outcome of any absence requests will be sent to the student by email within two working days of receipt of their completed form. The Creative Academy will ensure all absences are recorded and monitored effectively to ensure fairness to the student.

The Creative Academy will provide advice, support and guidance to all students in the following situations that could lead to an absence;

- Bereavement
- Injury
- Long-term illness
- Disability related illness
- Mental health related issues/stress/anxiety/depression
- Eating disorder
- Operations/procedures
- Repeated absences
- Other issues, such as, drug/alcohol abuse, sexual assault

The Creative Academy will access the resources of the Wellbeing Team and where necessary engage with external organisations or partners where they feel further support can be provided to manage ongoing absences. In the instance a student feels the need for more support they should contact their tutor who can advise of the procedures and time scales to gain help.

Authorised Absences

Only students with the following will have exemption from the absence being recorded;

- Medical certificate
- Email agreement from Creative Academy Manager
- Approved absence request form

Discretion will be applied in the instance where a tutor or member of staff sends a student home for reasons such as, sickness, if it could impact others, such as stomach bugs, or any other unforeseen emergency/incident.

Reviewing this statement or policy

This policy or statement will be annually reviewed to ensure it is fit for purpose, up to date and effective. Student representation will be part of the process to ensure that it is fair and clear.

Any changes will be uploaded to the website, ensuring that it is accessible to prospective and current students. For general enquiries and/or complaints regarding this statement, please contact the Creative Academy using the information below:

- By phone - 01753 875400
- By email - info@creativeacademy.org
- By post - Creative Academy, 73a Stoke Poges Lane, Slough, Berkshire, SL1 3NY
- By website - using the contact us page on www.creativeacademy.ac.uk
- For complaints - please see the complaints process on the website

Student Absence Form

This form should be filled in by the student for all absences and sent to info@creativeacademy.org

Section One to be filled in to request authorisation for a **future absence**, such as, medical appointments, bereavement/funeral, audition or other. Please note, as much notice should be provided as possible in order for your request to be met. *Evidence must be provided if available.*

Section Two to be filled in on return to Creative Academy if an **unplanned/unauthorised** absence has taken place, such as, sickness. *It is mandatory for this form to be completed on the first day of your return.*

Section Three is for office / authorised staff only.

NAME:

Section One

Date from:
Date to:
Number of days:
Module/Lessons Missed:
Reason (please provide evidence if applicable):

Section Two

Date from:
Date to:
Number of days:
Module/Lessons Missed:
Reason (please provide evidence if applicable):

Section Three (Office Use Only)

Authorisation Approved? Yes/No:
If no, reason:

Approval officers name:
Tutor informed? Yes/No:
Added to absence database? Yes/No: