

## **Student Attendance, Lateness & Sickness Policy**

- 1 You need to attend class on time.
- 2 After 15 minutes of class starting students will be allowed in class but marked as absent.
- 3 2 late attendances will count as 1 absence.
- 4 A verbal warning will be issued by the Student Welfare Officer upon 3 continuous absences being noted on our Systems.

In case of sickness, students should not attend the college when they are genuinely unwell and/or may be infectious to other students. If you are unsure consult your doctor. You should phone Reception on 0121 565 2475 to let your personal tutor know you are not coming in. For sickness lasting longer than 2 days you need to provide a sick note from the doctor and post or hand in to the Extra Learning admin office.