

**DAY
ONE**



Call or email Student Services



If you don't call we will call,
email or text you if we can't
get through the absence is
marked as unauthorised

**DAY
TWO**



Call or email Student Services



If you don't call we will call,
email or text you if we can't
get through the absence is
marked as unauthorised



We will send you a letter/email
asking you to contact us directly
or provide medical evidence if you
will be moving to a third day of
absence.
Students with known medical conditions or
illness to be exempt.

**DAY
THREE**



Call the Student Services
direct line 01949 863 040



If you don't call we will call, email
or text you if we can't get through
the absence will continue to be
marked as unauthorised.
3 unauthorised absences in a 6 week period may
be referred for EPN.

