

Argyll College attendance and absence reporting procedure

The table below shows absences that may be acceptable but it is not exhaustive.

Absence	Notification	Supporting Documentation
Funeral of close relative or friend	In advance via online form or centre manager	Notification of funeral
Court Appearance	In advance via online form or centre manager	Court citation, letter from solicitor/lawyer or court official
Jury Duty Initial Day Subsequent Days	In advance via online form or centre manager	Court Citation. Court documentation confirming the dates
Hospital Appointments/Clinics (including anti-natal appointments)	In advance via online form or centre manager	Hospital letter or appointment card.
Emergency Dental or Doctor appointments	Via online form or centre manager	Confirmation that this was an emergency – Dr/Dental letter/card
Illness of Children	Via online form or centre manager	This is only if there is no one else available to look after them. You must provide confirmation from school /childcare that they did not attend.
University or College interview	In advance via online form or centre manager	Interview letter or email confirmation
Ongoing medical condition	You must notify Student Support of your medical condition ASAP in order that they can put appropriate support measures in place if required.	Medical letter from your Doctor or Hospital outlining condition and stating that it may lead to periods of absence. Must be supported by a Personal Learning Support Plan through College
Job Interview	In advance via online form or centre manager	Interview letter or email
Maternity/Paternity/Adoption Leave	Must notify centre manager or Student Support ASAP then make an appointment with Student Funding to discuss financial implications	Ante Natal appointment cards A maximum of 4 weeks will be paid for maternity and adoption leave. Parental leave will be a maximum of 2 weeks.

