

# <Slough Borough Council>

## <Creative Academy>

# <Student Absence Policy>

**Provider's name:** Slough Borough Council (Creative Academy)

**Provider's UKPRN:** 10005916

**Legal address:** Slough Borough Council, Observatory House, 25 Windsor Road, Slough, Berkshire SL1 2EL

**Main site:** Creative Academy, Orchard Centre, 73a Stoke Poges Lane, Slough. Berks, SL1 3NY

**Contact point for enquiries about this public information policy:** Jagdev Khatkar (see end of policy)

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**Website:** [www.creativeacademy.org](http://www.creativeacademy.org)  
**Email:** [info@creativeacademy.org](mailto:info@creativeacademy.org)  
**Telephone Number:** 01753 875400

Slough Borough Council  
Creative Academy, 73a Stoke Poges Lane  
Slough, Berkshire, SL1 3NY

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 provide 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.

For general enquiries and/or complaints regarding this policy, please contact the Creative Academy using the information below:

- By phone - 01753 875400
- By email - [info@creativeacademy.ac.uk](mailto:info@creativeacademy.ac.uk)
- By post - Creative Academy, 73a Stoke Poges Lane, Slough, Berkshire, SL1 3NY
- By website - using the contact us page on [www.creativeacademy.org](http://www.creativeacademy.org)
- Complaints - please see the complaints process on the website