

Attendance FAQs - What Should I do if:

I am ill or there is an unexpected problem that prevents me from getting into college?

Students or their parents should let the College know they are going to be absent on the first morning of their absence, by emailing attendance@godalming.ac.uk or by phoning Reception on 01483 423526. If notification is given by a student, rather than a parent, the parent/guardian is required to contact the college confirming the reason for the absence. In the cases of students self-reporting, there will be random checks back to parents on the legitimacy of the absence.

I forget to notify or am unable to notify the College that I will be absent?

We are sensitive to situations that occur when absence is unavoidable and you are not in a position to notify the College at the time. An automated email will go out at the end of each day to you and your parents highlighting that you have been absent without reason. You or your parents will need to notify the college why, at the earliest opportunity. This is as much to ensure that, if appropriate, suitable support can be put in place.

I know in advance I will be absent from college?

Supply evidence of appointment or reason for absence (eg your appointment card or letter) and present it to Reception at least 24 hours before the event.

If you have not notified us of an absence you will be sent an email requesting you to do so. If no reason is forthcoming the absence will count as unauthorised and will reflect in your overall attendance record.

I'm taken ill at college and have to leave early?

Get permission from your teacher to leave the lesson or to be excused from a lesson. Go to Reception to be signed out and for the register to be adjusted.

I'm late or delayed from arriving at college for any reason?

Phone Reception if possible or report to Reception once you arrive, giving a reason, so the register can be adjusted.

I have a timetable problem and have to be taken off and/or added to registers?

If your timetable is not right because you have changed a subject or groups or there is an error on your timetable, **it is your responsibility to ensure that the change is completed with your Senior Tutor**. You should not assume the problem has been sorted out until the timetable changes have been reflected on Godalming Online. Continue to attend existing commitments until you have your new timetable.

I want to take holiday during term time?

Under normal circumstances holiday during term time is not authorised and will there go down as unauthorised absence. Any holiday taken during term time needs to be discussed with your Personal Tutor.

Other Attendance Questions

At what time of the day is the register taken?

There is an electronic registration system which means students will be registered for every lesson they attend (not just AM and PM sessions).

Will I have to be in college all day?

The student College day starts at 8:45am and finishes at 4:15pm, with a common morning and lunch break. All lessons are compulsory; however students can go off-site during free periods. Most students can expect to be at College most of the day.

Do I have to attend all my lessons?

Yes. Attendance is compulsory at all lessons since good attendance will lead to success. Students will not be able to pass the 'year' if attendance falls below the minimum attendance requirement. Parents will be notified of poor attendance in a prompt and efficient manner. The College expects to receive valid and timely reasons for lack of attendance.

What about Trips, Visits and Sports Fixtures?

Taking part in educational trips and visits organised by the College counts as authorised absence, which is notified to the Attendance Officer by the member of staff responsible for the event.

How can I check my own level of attendance?

Students will have access, through Godalming Online, to SELF – the student page on our database. Along with other information, this page will show your attendance record for the year to date.

What do the symbols mean?

P – Present	
L – Late	
E – Educational Absence / Exams	
A – unauthorised absence - no recorded reason given	Both count towards your absence percentage
R – Reported Absence	
N – No register taken	

What do I do if I think I've been wrongly marked as absent?

Discuss with your Subject Teacher and ask them to amend the register.

What if I'm going to be absent for an extended length of time (eg a training course, medical reason)?

Where possible report the start and end dates to Reception who will make a note on your record.

What about another reason not mentioned so far?

The authorisation of absence for any other reason will be at the discretion of the College. You should not assume that absence will be authorised; if in doubt, discuss it with your Personal Tutor.

When in doubt, discuss it with a member of staff: we are here to support your studies.