Student needs to fill out a Leave of Absence (LoA) form for Vicky Thornton to authorise and advise

[LoA Form](Leave%20of%20Absence%20Form%20(2).docx)

If still sick after 5 days the student needs organise a medical and contact their academic advisor and/or Vicky Thornton

[School Attendance Monitoring Policy](School%20Attendance%20Monitoring%20Policy%20(003).pdf)

If sick for 3-5 consecutive days the student needs to fill in a Self Certification Form and submit it to Clare Williams

[Self Cert Form](School%20Attendance%20Monitoring%20Policy%20-%20Appendix%201%20-%20Self%20Certification%20Form%20(003).docx)

Open days, attending job fairs and interviews

Student on Placement practice hours

Student at university theory hours

Student at university theory hours

Student on Placement practice hours

Student Absence Flow Chart

Non Sickness

To Contact Clare Williams each day until they are fit to return to studies

To email the LoA to Clare Williams who will record the absence and upload to Serengeti

Must mark the hours as FSD on PARE and make a note of the activity in the notes section

To contact their Mentor/PEF and Clare Williams each day until they are fit to Return to placement

Trust induction, training and simulation days authorised by mentors, PEF’s or academic lecturers

Compassionate Leave

Sickness