



EMA Rules and Conditions

Authorised Absences

- Family Emergency
- Funeral of Family Member – or very close friend (Max 1 Day)
- Hospital, Orthodontist or similar appointment which the student has no control over – but no doctors or dentist appointments etc which can be made outside of college/course hours.
- Religious observances – which tie in with the published calendars for religions/beliefs (Max 3 per academic year)
- Being taken ill whilst attending college/placement after 10.30 am. – but no whole day absences due to sickness
- Transport difficulties due breakdown of college transport or bus strike etc – and where a student COULD NOT WALK to college
- Connexions, University/Employment interviews and visits to aid students progression (For Full-time positions only)
- Attendance at a probation meeting or Court
- Driving Tests – but NOT driving lessons
- Significant extra curricular activity – signifying real personal achievement e.g. sports presentation, Duke of Edinburgh Award, attendance at activity for another part of students learning.

If you have a reason not covered above, which you feel should be classed as an Authorised Absence please contact Vicki Stenner for authorisation.