Submitting Self-Authorised Absences

Student Handbook

Version 2.0

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Submitting Self-authorised Absences

Introduction

West College Scotland students are expected to regularly attend all timetabled classes and maintain 100% attendance; however we also recognise that from time to time students may be unable to attend College due to other circumstances. On these occasions students are permitted to self-authorise their absence without negatively affecting their student funding.

Self-authorised absences (SAA) may be used to cover the following:

- Ill health (prolonged periods of illness must be covered by a medical certificate)
- Medical appointments – doctor, dentist, hospital or any medical practitioner
- Caring responsibilities – child unwell; school/nursery closure; accompanying a relative to hospital; child-minder unwell etc.
- Personal – attending a funeral; household emergency etc.

Full-time students receive a rolling allowance of 5 SAA per 12 weeks to a maximum of 15 per academic session; part-time students receive a rolling allowance of 3 SAA per 12 weeks to a maximum of 8 per academic session.

Full-time and Part-time students on programmes of lesser duration will receive a pro-rata allowance (See Student Attendance and Progress Policy).

The self-authorised absence system is linked to the fortnightly Student Funding reporting periods and students must submit their self-authorised absences by the end of each reporting period.

Accessing the System

Self-authorised Absence must be submitted using Access All Areas which can be found on the Student Intranet. The system should be available at all times and may be accessed from within College or out with College. The system has been designed to be accessible from mobile devices however you should bear in mind that screens may be condensed for ease of use.

<u>In College</u>

Login to the College network

Go to the Student Intranet

Click **Access All Areas** in the **Quick Links** section at the bottom of the page

As you will be viewing personal details you will be prompted to enter a username and password. You must enter your 9-digit Student Reference number in the Username field and your network password in the appropriate field (i.e. the password you use to login to College computers)

<u>Away from College</u>

Open the Student Intranet at http://student.westcollegescotland.ac.uk

Click **Access All Areas** in the **Quick Links** section at the left of the page

Login using your 9-digit Student Reference No. and your network password

Alternatively you may access the system directly at https://aaa.westcollegescotland.ac.uk

again, you should login using your 9-digit Student Reference No. and your network password

Completing the Self-Authorised Absence Form

When you have successfully logged into Access all Areas select the **Self Cert** option.

You will see all dates where you have been timetabled for classes in the current two week funding period, except those dates where you have been marked present on the register and you will not see {today's date}.

Select the date you were absent by **clicking** the box to the right of the date

Select the reason for your absence from the drop down list

Click **Submit**

Please note, you cannot submit a self-cert on the date the absence occurs as registers are only available to staff. Self-certs for planned absence may be submitted before the date of absence and unplanned absence should be submitted after the date of absence.

If you are submitting your self-cert after the date you were absent you will already have been marked absent (A). When you submit your self-cert the register marks of A will be updated to C.

If you are submitting a self-cert for a future date, the register will be blank and will be updated with the mark of C. This will be visible to your lecturer when they open the register on the day of the class.

You are responsible for submitting your self-authorised absences on time. If you fail to submit a self-authorised absence within the appropriate time period you will be marked absent and this will affect your funding.

If an unexpected date appears on the list, go to Timetable or Attendance to check that the register has been marked correctly.

How will my rolling allowance work?

The system will keep track of the total number of SAA you have used and the number you currently have available for use. This information is displayed at the top of the self-certification page.

The system will keep track of the total number of SAA days you have used and deduct it from your allowance to calculate the number of remaining SAA days you can still use at any point of time. This information is displayed at the top of your self-certification page.

Here's an example, illustrated in the table below, which explains how it works:

A full-time student may use up to 5 SAA in any 12-week period up to a maximum of 15 SAA per academic session.

A full-time student submits SAA to cover 1 day absence in week 2.

This deducts 1 day from his SAA allowance for the next 12 weeks, that is from week 2 until week 13.

The same student uses 2 more SAA days in week 6. This deducts 2 more days from his SAA for the next 12 weeks, that is from week 6 until week 17.

This means that the student has a total of 3 days deducted from his allowance at this point in time, and therefore has 2 remaining SAA days which he can currently use.

In week 8, the student uses another 2 SAA days. Here again, this deducts 2 more days from his allowance and therefore, at this point in time, the student does not have any SAA days he can use.

The student will have to wait until week 14, that is 12 weeks after he used his first SAA day on week 2, to have 1 SAA day back in his allowance.

Then, in week 18, 12 weeks after week 6 when he used another 2 SAA days, he will have 2 additional SAA days back in his allowance so a total of 3 SAA days he can use, and so on…

SAA allowance

5 days in any 12-week period
(up to a maximum of 15 days per academic session)

Calendar week	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**...**
Student absence: SAA day(s) **used**		1				2		2													
Absence day(s) are deducted from the SAA allowance for 12 weeks starting from each day an SAA has been used		-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1								
						-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2				
								-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2		
Total number of days **deducted** from SAA allowance		-1	-1	-1	-1	-3	-3	-5	-5	-5	-5	-5	-5	-4	-4	-4	-4	-2	-2		
Remaining days of SAA which can still be used	5	4	4	4	4	2	2	0	0	0	0	0	0	1	1	1	1	3	3	5	