

Absence and Sickness: Self-Certification System

Submitting a Self-Certificate is about to change. This change aims to reduce the time it takes to process your self-certificate from around 2 working days to within an hour. You will also have access to a real-time balance and more information about how you have used self-certificates.



After the change is made, when you click on the 'Stethoscope Tile' (shown left) within the myday app, you will be taken to a screen like the one shown below-right. You will see:

- a link to guidance on the [types of absence](#),
- your self-certificate balance,
- the dates of the current funding period,
- historical and future dates available for self-certification within the current funding period,
- instructions and restrictions,
- a choice of reasons for use, and
- a button to submit your request

Note: this process is fully automated. Allow at least an hour for the update to process. The Attendance Tile on the myday app should then show 'Self-Certificated' against that date. If for any reason it does not update within 3-4 hours then email myday@wcs.ac.uk with your Student Reference Number and the date(s) you want to self-certificate. You must do this with the current funding period.

Student Funding Periods and the cut-off date for each period can be found here:

- [Click here to see the funding periods and cut-off deadlines](#)

Remember – you must submit self-certificates before the cut-off date for the current funding period.

If you have not downloaded the myday app onto a mobile device you [can log into myday by clicking here](#).

Your username is studentNumber@live.wcs.ac.uk and your password is your normal college network logon password (the same as the one for Moodle).

Absence and Sickness

[Click here to download](#) our Student Guide to Absence, Sickness and Self-Certification.

Self Certification

You are allowed a total of 15 self certificated absences (SCA) over the period of an academic year. You are also limited to taking a maximum of 5 SCA days over one block. Part Time students will have 8 SCA over a year, and a maximum of 3 in any block.

Total	Used	Remaining	Can currently use ?
15	2	13	3

You may only submit self-authorized absences for any date that occurred within the current Student Funding reporting period which is 21/10/2019 to 04/11/2019. You cannot self cert on the same day as the class runs.

Tick one or more days to use your available SCA's.
Note: You can only select a date if you have been marked absent or where the register is still to be marked.

Past Dates

Mon - 21/10/2019

Future Dates (For using self cert for classes yet to take place)

Reason

DRAFT