



DIGITAL INDEPENDENT SPECIALIST COLLEGE
MANCHESTER

Monitoring Attendance & Punctuality

Regular attendance and good punctuality are essential if interns are to attain their full potential.

We keep daily registers and all absences from work are recorded, whether you are working from the studio or home. A phone call will be made to parents/guardians by 11am to notify them of any absences from attending DISC or logging on to work at home.

Reporting Sickness Absences to Reception.

Sickness should be reported to the college each day, via email to **both**:

Fran.h@disc.ac.uk

Ezra.r@disc.ac.uk

For sickness absences of more than 1 week, interns are required to provide DISC with a medical certificate.

Reporting Authorised Absences to DISC tutor.

DISC will authorise absence for college related activities such as trips, fieldwork, and examinations.

A limited number of other types of absence are also classified as authorised, including interviews, hospital / orthodontist appointments, driving / theory tests, funeral, religious holidays. Students need to provide evidence where applicable.

Holidays

Holidays in term time will be recorded as unauthorised; such absences are not approved by the college.