



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 are recorded. A phone call will be made to parents/guardians by 11am to notify them of any absences from attending DISC.

Reporting Sickness Absences to Reception.

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

attendance@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.