Student Absence Recording

If you are unable to attend College the following procedure must be adhered to. The College must be notified **before 10 am** on **every** day of absence. There are a number of ways you can do this.

Through our mobile site mob.gcs.ac.uk

You can download mob.gcs.ac.uk on your phone and add it to your Home Screen. You can report your absence, access news about the college and information about opening times and contact details.

Click on the absence symbol and enter the information requested on the electronic form.

Through www.gowercollegeswansea.ac.uk

1. Enter www.gowercollegeswansea.ac.uk into your web browser
2. Click on the **Staff/Student Tab**
3. Click on the **Report Student Absence Tab** and enter the information requested on the template:

Your Full Name	Your student ID number
Your Date of Birth	Reason for Absence
Faculty	Campus
Attendance (FT/PT)	Select full-time or part-time option
Security Check	

Requesting your A (Absence) to be changed to an E (Explained) Absence

If you want the register to be marked as an E (Explained) you will need to provide proof that you were involved in an activity that can be marked as Explained (See Student Attendance Procedure).

You must present this proof to the Student Funding Team based in Student Services. You must do this within two weeks of the absence to ensure that you continue to receive the funding. **If proof is not presented to the Student Funding Team your absence <u>cannot</u> be marked on the Register as E (Explained).**

Your Faculty monitors student absences and decide on the appropriate action to be taken in line with the Student Disciplinary Procedure. This may result in you being asked to leave college on the basis of poor absence.