

ATTENDANCE TEAM

ATTENDANCE ADVISERS

Here at Fife College, our Attendance Advisers will work with you and your lecturers to make sure you are making it to all your classes or studying on your own so you do not fall behind on your course. We will contact you if your level of attendance causes concern.

Attendance Advisers can assist with any attendance concerns or issues that may arise, including:

- Financial concerns
- Funding issues
- Reduced engagement
- Ongoing medical conditions
- Low attendance
- Withdrawals/Exit Guidance advice

ATTENDANCE CLASS

If you attend all of your timetabled classes, your attendance level will be 100%.

AUTHORISED ABSENCES

If you are going to miss a class, please let the College know. You can do this by clicking the 'Notify the College of an Absence' link on your student portal or by phoning 0344 248 0115.

UNAUTHORISED ABSENCES

Once you have exceeded a certain number of absences, any further absences that are either not reported, or reported but not authorised by academic staff, will remain on your portal as unauthorised. Unauthorised absences can be seen as an indication of non-engagement on your course.

We do recognise that there will be times when absence is unavoidable and so, in these circumstances, we ask that you report your absence online through the student portal or by calling the college on 0344 248 0115.

ANOTHER POINT TO THINK ABOUT

If you miss a class, we recommend speaking to your subject lecturer and classmates and access teaching materials via ilearn to catch up on any work. If you know that you are going to miss the same class more than two weeks in a row, you should speak with your subject lecturer, academic lead or attendance adviser to make sure you will still be able to catch up on work and complete the unit successfully.

Contact the team:
Phone: 0344 248 0115
Email: attendance@fife.ac.uk