

Sponsored Students Notification of Absence – Student Guidance

The university, as your Student Visa sponsor, is responsible for monitoring your attendance.

Absences will only be authorised in exceptional circumstances and will be at compliance discretion. Failure to provide appropriate evidence, may result in the absence being marked as unauthorised and students may be at risk of withdrawal from the course.

Therefore if you are unable to attend classes the following procedures must be followed:

Absences of up to seven days

If you are know you are going to be absent you must inform LondonVisaCompliance@aru.ac.uk as soon as possible and provide appropriate evidence if available.

Absences of eight days - four weeks

If you are going to be absent for more than seven day for emergency or exceptional circumstances you should complete this **Notification of Absence** form. You should ensure that, along with the form, evidence is provided in support of your absence. You will also need to gain support from your academic support prior to submitting the form to the Compliance Team.

The following reasons are considered as acceptable grounds for 'Authorised Absence':

- a serious personal illness
- the death, or serious illness, of a close family member, a friend or person for whom the student has a responsibility of care
- sudden or unforeseen circumstances beyond the reasonable control of the student

If you are ill and unable to complete the form yourself, please contact the International Student Advice Service (ISAS): Internationaladvice@anglia.ac.uk

You will be required to submit evidence in support of your request for authorised absence. The evidence can be in the form of an NHS medical certificate / doctor's letter, death certificate, police report or other professional documentation. If the documentary evidence to support the claim is not immediately available, do not delay the submission of the request. Submit your form as soon as possible and state that the evidence will follow. Your attendance record will not be updated until evidence is provided.

Absences of more than four weeks

An absence of more than four weeks can only be authorised in exceptional circumstances. You must complete the **Notification of Absence** form and request support from your academic team. Upon consultation with the Compliance team a decision will be made as to whether your absence can be authorised. If you are going to be absent for a prolonged period of time it may be suggested that you consider an interruption of study (intermission). Prolonged absences may require the Compliance team to withdraw sponsorship of your visa so that we can remain compliant with UKVI regulations.

Return to studies

Upon return to studies you will be required to attend your classes and tap in. If you fail to do this, you will be marked as absent from studies and the attendance procedures will be followed which could lead to attendance warnings.

If you have any questions regarding your absence or completion of the form, please contact:
LondonVisaCompliance@aru.ac.uk

SPONSORED STUDENT NOTIFICATION OF ABSENCE

Name:	Address whilst absent:
Student ID:	
Course:	Contact Number:

Reason for Absence (Please give details):

Dates of Absence:

From: To:

Documentary evidence provided in support of the absence (please specify):

Length of leave requested:

N.B leave over four weeks can only be considered in exceptional circumstances with appropriate evidence. If requesting this please see an International Student Adviser.

Student Signature:	Date:
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OFFICE USE ONLY

Support of Absence

I confirm that the faculty supports this request.

Approved faculty staff signature:

Name (in block letters): **Date:**

Position:

*Where student signature is not available please contact the ISAS, Student Services and Compliance

Notes: