**Self-Certification of Absence Form**

**Please note:**

1. As soon as you know you are going to be absent for a class, in the first instance please email [**attendance@britcollege.ac.uk**](mailto:attendance@britcollege.ac.uk) to notify us.
2. This form should be used to notify the College of absence up to 7 consecutive working days (not 7 scheduled classes).
3. The form should be completed by the **end of the working day** of the last class that you are absent from.
4. The form should be emailed to [**attendance@britcollege.ac.uk**](mailto:attendance@britcollege.ac.uk)
5. Please send any evidence you have to support your absence.
6. The College will keep a record of absences and monitor the frequency of self-certified absences.

**So, the moment you know you are going to be absent, you email us, and then send us this form at the end of your period of absence.**

First Name:

Surname:

Student Number:

Absence Start Date:

Absence End Date:

Reason for Absence:

Evidence Included [Y/N]: