

Sickness

Students must log their sickness by logging in to your Learner Hub via Moodle or following this link:

<https://ebsontrackprospect.nptcgroup.ac.uk>

BEFORE 9.30AM FOR EACH DAY OF ILLNESS

If sickness is recorded **by 9:30am each day via Learner Hub** this will be recorded as sickness but as a positive mark.

Absences of more than 5 days require a doctor's certificate. EMA/WGLG stops if sickness lasts more than 2 weeks. High levels of sickness will be investigated.

Authorised Absences must be booked in advance logging in to your Learner Hub via Moodle or following this link:

<https://ebsontrackprospect.nptcgroup.ac.uk>

Only 1 period of absence per half term is allowed and high levels of authorised absences will be investigated.

- **WGLG WILL NOT BE PAID UNLESS ATTENDANCE IS ABOVE 90%.**
- **EMA WILL NOT BE PAID UNLESS 100% IS REACHED, WEEKLY.**

ALL absences must be recorded by 09:30am on each day of the absence.

If you are unable to do so please email the reason to Student Support studentsupport@nptcgroup.ac.uk as soon as possible.

Authorised Absences Include:

NO EVIDENCE REQUIRED

Religious Ceremony
Disruption to Transport
Emergency Leave
Bereavement
Attendance at a Wedding/Funeral (1 day only)
Caring Responsibilities

EVIDENCE REQUIRED

Meeting With Social Worker
Employment Interview
Attendance at a Court/Probation Meeting
Medical Appointment
Driving Test/Theory Exam
University Interview or Exam
University Open Day
Accommodation Viewing/Meeting

Competitions (e.g. Sport / Dance)
– Tutor to Authorise with Student Support

Unless your reason for absence is listed above, your leave from College will not be authorised.

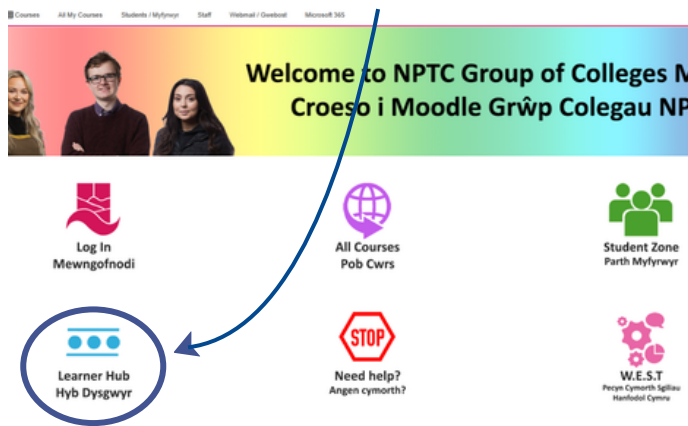
Without a valid reason for not reporting an absence within 2 weeks of the absence occurring it will remain unauthorised.

If you are experiencing log in issues please email IT Services itservices@nptcgroup.ac.uk who can assist you with this.

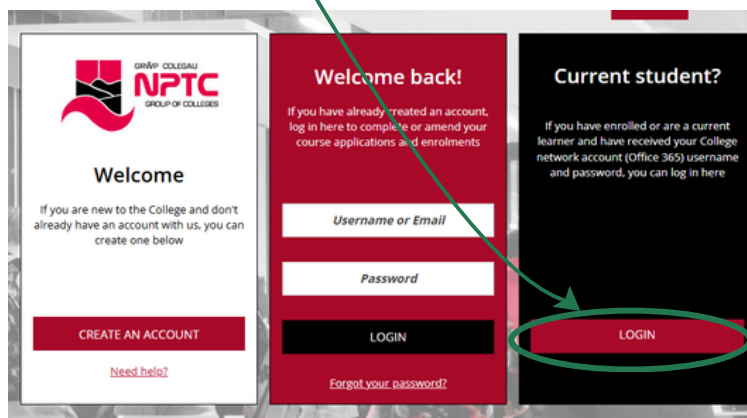
1. Log into Learner Hub via Moodle or via:

<https://ebsontrackprospect.nptcgroup.ac.uk>

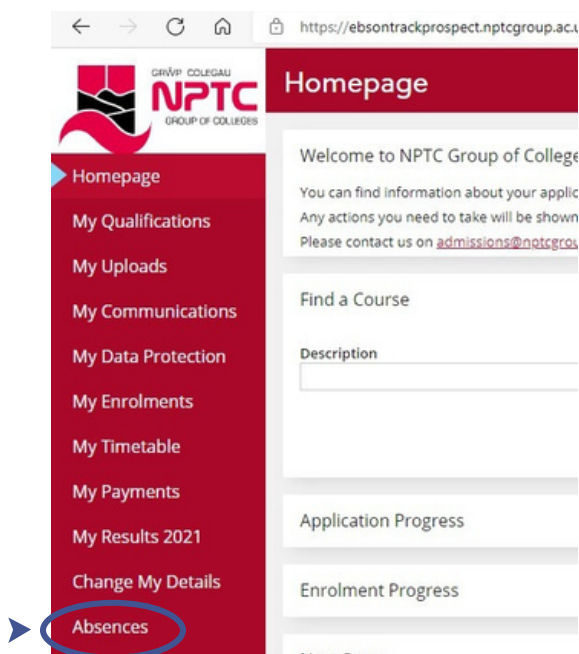
2. Select **Learner Hub** from the homepage



3. Select **login** under **CURRENT STUDENT**

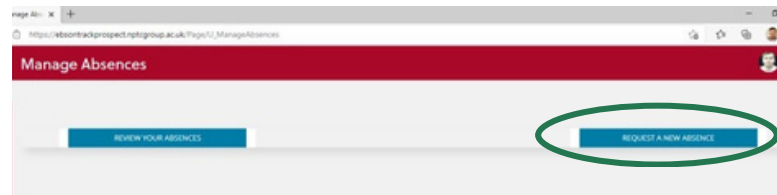


4. From the menu bar, click on **Absences**



REPORTING AN ABSENCE

5. Click on **Request a New Absence**



6. Complete the form: if your absence is due to a medical appointment, you will need to attach **evidence**.

If you are having trouble logging in, please contact ITservices@nptcgroup.ac.uk and one of the team will reset your password.

For all queries regarding absences, you must contact the Student Support team at studentsupport@nptcgroup.ac.uk. Please note your tutor cannot mark you as sick or as authorised.