



## Absence Reporting

Kirklees College has an absence reporting procedure known as “Miss it Miss Out” if you are going to be absent from college you must inform us. Not all reasons for absence are deemed as acceptable by college. You will see the college’s permitted reasons in the grid below.

### **What should you do?**

You will be sent a text message (please make sure we have your mobile telephone number on our records) store this number in your phone. When you need to text your absence you must complete the text message exactly as it appears on the examples below for your absence to be recorded correctly on our system.

Text: - 07950080630 before 8.45am using ONE of the following buzz words:

<b>TEXT THE BUZZ WORD .....</b>	<b>DESCRIPTION</b>
SICK	When you are unwell
STUCK	Problems with getting the college because of transport
MEDICAL	Doctors/hospital/Dentist appointments
FORMAL	NUS business/Probation/court appearance/job interview
RESPECT	Bereavement/Funeral of close family member
LATE	If you are delayed coming into college

Using ONE of the Text BUZZ words above, send your text using this format:

MEDICAL(space)enrolment number

Example: **MEDICAL 1102758**

You can also email or call college on the following

**Email:-** [missitmissout@kirkleescollege.ac.uk](mailto:missitmissout@kirkleescollege.ac.uk)

**Phone:** - 01484 437000 Before 8.45 am