

_____ as soon as possible. As part of your performance record, all absences are recorded and monitored.

Students are permitted up to 1 day of absence for a 1-week rotation, and up to 2 days of absence for a 2-week rotation for approved reasons such as medical reasons or extenuating circumstances directed by the table below. Where a student has been absent more than this, they will be required to repeat the rotation at the next scheduled opportunity. In such a situation, this would be considered a deferred assessment and not a failure.

Absence Forms

Please complete the relevant absence form and send this to the rotation leader and rotationsoffice@rvc.ac.uk for processing. Please note that absences will need to be authorised by the rotation leader, rotation supervisor, or director of rotations. We can accept an authorising signature on the form or email confirmation. Requests for authorisation of future planned absences should be made no later than 7 days before the date of absence.

- x [Medical Absence Form](#)
- x [Variation Absence Form](#)

Please see the table below for examples of allowable absences:

Reason for Absence	Allowable Time Period	Authorisation Required	Other
Medical: Illness, Injury	* Up to 1 day from a 1-week rotation. * Up to 2 days from a 2-week rotation.	Rotation Leader, Rotation Supervisor, or Rotations Director Medical absence form must be completed.	If this absence lasts for five days or more and/or you will be missing an entire rotation, you must produce a medical certificate or letter from a registered medical practitioner.

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<p>Religious Observances</p>	<p>*Up to 1 day from a 1 week rotation. *Up to 2 days from a 2-week rotation.</p>	<p>Rotation Leader, Rotation Supervisor, or Rotations Director Variation absence form must be completed.</p>	
<p>Other Variable Absence Including but not limited to: driving test; family commitment; job interview; veterinary conference; Student Union event (inc. Sport).</p>	<p>Up to 2 separate instances (days/shifts) of absence Note these 2 instances cannot take place within the same rotation, nor exceed the permitted 1 day from a 1-week rotation / 2 days from a 2-week rotation.</p>	<p>The Rotation Leader and the Director of Rotations will consider these on a case-by-case basis. In some cases, further consultation with relevant individuals may be required. A Variation Absence Form must be completed and authorised in advance</p>	

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