Automated absence reporting system for student attendance – C Space – Guide for Students

Attendance at college is essential for you to ensure you are successful on your course and maximise your learning and experience.

We understand sometimes that you can't attend college because you are unwell for example, or that you will be late or need to leave early for an appointment. Whatever the reason you are going to miss your lessons it is essential you let us know.
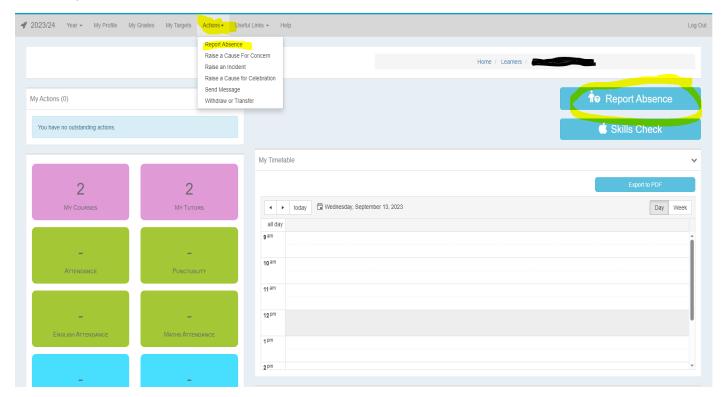
We now have an automated absence reporting system for you to make this as easy as possible. This is done through C Space. As students you should all be using C space to monitor your progress, tutors and teachers will tell you more about how you use C space in class and personal development sessions.

To report an absence:

- Log onto C Space through CCG Online or the student intranet or by going to https://cspace.chichester.ac.uk
- Please note Brighton MET and Northbrook students you must use your Microsoft log in to do this (xxxxxxx@student.gbmc.ac.uk) and not your google email ID.
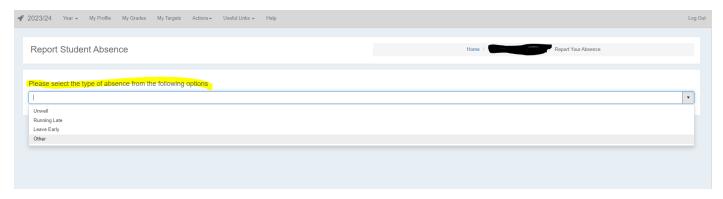
On your home page, you have 2 options to report an absence:

1. Click on the report absence button highlighted below or select report absence from the actions list on the top bar.
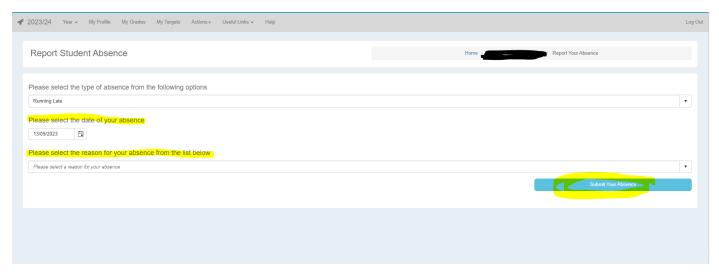
2. Select the reason for your absence

Report Student Absence   Home / ▬▬▬▬ Report Your Absence

Please select the type of absence from the following options

Unwell
Running Late
Leave Early
Other

Select the date of absence and a more detailed reason for absence from the list below the date and then click submit your absence.

Report Student Absence   Home ▬▬▬▬ Report Your Absence

Please select the type of absence from the following options

Running Late	▾

Please select the date of your absence

13/09/2023 📅

Please select the reason for your absence from the list below

Please select a reason for your absence	▾

[Submit Your Absence]

Once you have submitted your absence an automatic notification will go to all staff who are teaching you on that day and your Pastoral Support Tutor (for students who are 16 -19 on full time programmes)

We appreciate you letting us know of any absences and this also helps us ensure your attendance is accurate.

We may get in touch with you to check on your welfare and we will look forward to welcoming you back to college when you are feeling better or able to attend.