



## **SICKNESS/ABSENCE**

If a child is absent from school, parents are asked to inform the school via our text message service on 07480 632136 as soon as possible, giving student name, form, a brief reason for absence and a provisional date for return.

### **Holiday form/leave of absence**

Consistent with Department for Education guidelines, students should only be absent from school (other than for illness) in exceptional circumstances. Family holidays are not considered exceptional circumstances. Students' attendance records are monitored very carefully and unauthorised absences can result in fines being applied.

Notwithstanding the principle above, an application for leave of absence can be made using a form that is available from Reception or from your child's Year Office. All requests are considered by the Headteacher for a decision on whether, or not, the request can be authorised. The Headteacher will take into account the nature of the request (how exceptional the circumstances are), the student's attendance record and the school diary for the period of the request.

It is sometimes possible to authorise attendance at sporting or educational events / activities, coding the student as technically present for the period concerned. This would need specific consideration by the Headteacher and would need convincing supporting evidence (e.g. from a recognised sporting body). The Headteacher would take into account the student's attendance level and academic progress, the potential educational gains of the activity concerned and the lessons / activities that would be missed.



## **Exit Permit**

An Exit Permit is issued to cover time spent out of school on medical, dental or other official appointments. The child must bring to school a letter from home containing details of the appointment and have it signed by the Form Tutor or Year Office. The letter should be taken to Student Support Centre during morning break, on the day of the appointment, for the Exit Permit to be issued. On the child's return to school the permit must be handed into Student Support. Year 7 students are not allowed to leave the school premises unless accompanied by a parent.

## **Illness in school**

If a child feels unwell in school, basic help and attention can be given by the School's Medical Support via Main Reception. If necessary, parents will be contacted and arrangements made for the child's collection from school. We do request the names, addresses and telephone numbers of at least two contacts to use in case of emergencies, if you are unavailable at home.

Should a crisis arise during school hours there will always be a senior member of staff available to deal with it - otherwise procedures should go through the normal channels.

We do insist that students do not contact parents directly, should they feel unwell, as this can prevent the correct arrangements being made and can cause unnecessary worry to parents.