

Absence and Lateness Procedures - Parents

- If your child is going to be absent or late to school due to illness or other unforeseen circumstances (not including school trips, sports fixtures etc.), please contact the school as soon as possible by phone or email using the secabsence@bst.ac.jp email address. Please contact the school each morning that your child is absent.
- For all authorised absences (e.g. unavoidable medical/dental appointments during the school day), please follow the school's authorised absence procedures, which are published on the Parent Portal.
- All students should be in school and in Period 1 classrooms prepared and ready to learn by 8:30am each weekday morning. If a student is late to Period 1, they must sign in at Reception and collect a late slip which they must then show to their teacher when they arrive at their lesson.
- Sixth Form students who do not have a lesson Period 1 must sign into school at the main Reception.
- Sixth Form students who are late to Period 1 but do not have a scheduled lesson, must sign in at Reception and collect a late slip which they must then take to the Head of House office.
- Students who are late to a lesson or to Tutor Time will be marked as late.