

Authorised Absence Procedures

For planned absences such as medical appointments or exceptional sporting events, parents should email secabsence@bst.ac.jp and Cc their child's Head of House (Amaterasu: hcasey@bst.ac.jp, Bishamon: mgrimshaw@bst.ac.jp, Tsukiyomi: jacquaye@bst.ac.jp, Izanami: cparsons@bst.ac.jp) as soon as practically possible, stating the date, time at which their child needs to leave school and the reason for absence.