

Authorised Absence Procedures

It should be a rare occurrence that a student needs to leave the school premises during a normal school day. However, if a student is going to be absent for part or all of a school day due to an absence that is known about in advance (e.g. dental/medical appointment) the procedure outlined below should be followed:

- Parents must contact the relevant Tutor to inform them of the upcoming absence. If possible, parents should also send the appointment card or details regarding the absence in their communication. The Tutor will then respond to the parent, copying in the relevant Head of House.
- The student must then see their Head of House before the day of the planned absence to collect an Authorised Absence Pass from the Head of House (please see draft below). This pass will be signed by the Head of House, giving the student permission to leave school at the appropriate time.
- On the day of absence, the student must hand the pass to the receptionist before leaving the school premises.
- If they return to school later on the same day, the student must sign back in at reception.
- If a student is unwell during the school day and is sent to the medical room (1F), and it is deemed necessary for the student to be sent home, they will also be issued with an Authorised Absence Pass which will be signed by the school nurse.

For longer periods of planned absence, parents should get in touch with the relevant Head of House. Requests will then be passed to the Assistant Head of the Secondary School.