

SCHOOL ABSENCE PROCEDURES



BOARDERS: If your child goes home for the weekend and becomes unwell and subsequently is unable to return to school then please ensure that you call Sixth Form office (01737 649174) on the first day of absence. On returning to school the child **MUST** bring in an absence note to the sixth form office or you can email in an absence note to sixthformadmin@gatton-park.org.uk.

NON BOARDERS: If your child is absent from school due to illness, can you please ensure that you call the Sixth Form office (01737 649174) on the first day of absence and everyday thereafter that the child remains unwell. On returning to school the child **MUST** bring in an absence note to the Sixth Form office or you can email in an absence note to sixthformadmin@gatton-park.org.uk.

LATENESS: When a child is late for school, for whatever reason, please ensure that they go directly to the Sixth Form office to register their presence on site. They must register at the Sixth Form office before going to lessons.

ALL PUPILS: For all appointments or university visits, please ensure that the Sixth Form office is advised of dates and times in advance. Students must complete a Pre-absence form at least 48 hours beforehand in order for ANY absence to be approved. Proof of the appointment and a parental signature (can be in the form of an email) must be included with the form. For absences at the beginning or end of term, please complete the application form for leave of absence:

<http://www.raaschool.co.uk/downloads/absence%20request%20form%202018.doc>

Send completed forms to sixthformadmin@gatton-park.org.uk with at least 7 days' notice. Exceptional circumstances will, of course, be taken into account.

Where permission has been sought, and granted, for a child's absence from School and, subsequently, the child is absent beyond the agreed dates (i.e. leaves earlier or returns later) then this will be recorded as unauthorised absence.

School registers are checked on a regular basis by the Education Welfare Officer and unauthorised absences are seen and recorded by him/her who may wish to make further enquiries about absences with you.

MAY BANK HOLIDAY: The first Bank Holiday within May is a normal School working day. Pupils will be expected to be in School as normal. Any absence, for which prior approval has not been sought, will go down as unauthorised. The second Bank Holiday in May falls within half-term.