

# 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 the attendance officer (01737 649106) on the first day of absence. On returning to school the child MUST bring in an absence note to the main school office or you can email in an absence note to [attendanceofficer@gatton-park.org.uk](mailto:attendanceofficer@gatton-park.org.uk).

## FLEXI BOARDERS

If your child is absent from school due to illness, can you please ensure that you call the main school office (01737 649106) 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 main school office or you can email in an absence note to [attendanceofficer@gatton-park.org.uk](mailto:attendanceofficer@gatton-park.org.uk).

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

## ALL PUPILS

If your child needs to be out of school, for any reason, you must get permission from the Headmaster using the Application Form for Leave of Absence (This can be found on the school website underneath Information for Parents). Please email forms to [attendanceofficer@gatton-park.org.uk](mailto:attendanceofficer@gatton-park.org.uk) - a minimum of 7 days notice is required. Exceptional circumstances will, of course, be taken into account.

For medical / hospital appointments, please ensure that the school office is advised of dates and times in advance of the appointments. If the appointment requires an absence of half a school day or more, please complete the Application Form for Leave of Absence (This can be found on the school website underneath Information for Parents or via

[https://forms.office.com/Pages/ResponsePage.aspx?id=sVEtr69SRUen950Js2Tm4Vznt83s4ZNOgXpg3\\_WxHZIUOFRDNFgwVIVGNE5CR0QwOVg5UEdTNjVvVi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=sVEtr69SRUen950Js2Tm4Vznt83s4ZNOgXpg3_WxHZIUOFRDNFgwVIVGNE5CR0QwOVg5UEdTNjVvVi4u)

A copy of an appointment card, letter or even a screen shot of reminder text messages should be sent to the school office for our records.

Where permission has been sought, and granted, for a child's absence from School and, subsequently, the child is absent beyond the agreed dates (ie 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.