



Attendance procedures for parents

Any absence up to 3 days:

- First day absence; parents must call reception and/or email the form tutor to notify the absence.
- If we do not receive a phone call, we will contact parents.
- If the absence is to be extended beyond the first day, please email in advance if possible or if not then follow the first day procedure again.
- We need written confirmation of any absence. Therefore, a handwritten note (in planners or otherwise) from parents can be accepted by the form tutor when the student returns. If an email has been previously sent then this would not be necessary.

Any unplanned absence longer than 3 days:

- A doctor note must be provided and handed to the tutor.
- If no doctor note is provided, the tutor must contact the parents to ensure that it is forthcoming.

Any pre-planned absence:

- Please contact the tutor and inform them in writing (email is the preferred option).
- Clarification for authorisation can be checked with Heads of School / Principal if unclear.
- Term time holidays will generally be classed as unauthorised holidays.