



# PUPIL ABSENCE FROM SCHOOL PROCEDURE

The Royal Grammar School  
September 2019

## **PUPIL ABSENCE FROM SCHOOL PROCEDURE**

### **Absence through illness**

In the event that a pupil is not well enough to attend School then parents must telephone the School Office on 01905-613391 in the morning before 8.30am. Alternatively an email can be sent to [absence@rgsw.org.uk](mailto:absence@rgsw.org.uk) confirming the absence.

It is a requirement that parents contact the School. In the event that contact is not made, the School Office will telephone and/or e-mail parents of any pupil who is absent and ask them to provide a reason. We would, therefore, be grateful if all parents could contact the School first.

The pupil should then bring in a signed note from parents, or a direct email from parents must be sent to the Form Tutor, explaining the absence on the day that they return to School.

### **Absence for Medical Appointments**

On occasions, pupils need to attend a medical appointment which requires them to miss part of a School day. In the event of this, please could parents write to the Form Tutor in advance explaining the reason for absence and the times that the pupil will be away during the School day. The Form Tutor will then mark this on the pupil's School attendance record. It is requested that such appointments should be made, where possible, after the end of school so as to avoid disruption to the School day for the pupil.

In the event of an emergency medical appointment, please contact the School Office by telephone or email [absence@rgsw.org.uk](mailto:absence@rgsw.org.uk) and explain your child's absence.

### **Requesting Absence in advance**

It is, of course, unfortunate if any pupil has to miss school during term time for activities not organised by RGS. Pupils should attend School during term time and parents should bear in mind that this is a legal requirement. However, on occasions, such activities have considerable educational benefit and therefore may be permitted, but only in 'exceptional circumstances', as set out by government legislation. Only the Headmaster or the Senior Deputy Head can grant this permission and parents should be aware that any days of school missed, other than through illness (where a note should be provided), which have not been granted permission by prior arrangement, constitute an unauthorised absence against the pupil's name in the School records.

Any request for a pupil to be absent from School for an activity not organised by RGS, should be made in writing and sent to the pupil's Head of Year or directly to the Senior Deputy Head. It would be useful if parents could make it clear in the correspondence what the benefits of the proposed absence from School will be. The Head of Year will then discuss the request with the Senior Deputy Head who will keep a register of requests and who will then pass the request up to the appropriate senior members of staff, a decision will be made and a reply sent.

It is important that this procedure is followed and that permission is granted before the absence. We would therefore ask that such absence requests be made well in advance of the proposed departure date so that permission can be considered and the full procedure followed.

## Absence and School work

Any pupil who is absent from School for any reason should make every effort to ensure that work missed is caught up as quickly as possible. Teaching staff will do their best to provide the information and materials missed. If a pupil has a significant period of absence through illness (usually greater than five school days), then the Form Tutor and Head of Year will discuss with parents and collect work from subject teachers to be sent home, work can also be set via Showbie. Students should also keep monitoring Student Planner and try to complete as much work that is set to their classes as they can. Please note that, given the number of different teachers each pupil has, it does take a little time to assemble such work in paper form. Pupils who have been granted permission to be absent for another activity should endeavour to collect the work they will miss in advance from their subject teachers. Parents may also wish to contact the Head of Year well in advance to assist with this.

If parents have any queries regarding these procedures, please do contact your child's Head of Year or the Head of Section

### Summary

| Reason for absence                      | Who to contact  | Is a note required       |
|---|---|--------------------------|
| Illness                                 | School office<br>via email <a href="mailto:absence@rgsw.org.uk">absence@rgsw.org.uk</a><br>or telephone call 01905 613391 | Yes, on return to school |
| Appointment<br>Medical/Dental           | Form Tutor<br>By email or letter in advance   | No                       |
| Emergency Appointment<br>Medical/Dental | School office<br>via email <a href="mailto:absence@rgsw.org.uk">absence@rgsw.org.uk</a><br>or telephone call 01905 613391 | No                       |
| Absence for any other<br>reason         | Head of Year / Senior Deputy Head<br>By email or letter   | No                       |

## Absence from Weekend Co-Curricular Commitments

### Planned Absence

RGS's programme of co-curricular activities depends on the full commitment of the pupil body. For this reason, school activities must take priority over all other commitments and we expect pupils to be available when selected. We accept that there will occasionally be an event for which a pupil will have to miss a fixture or rehearsal, but requests need to be made well in advance so that provision can be made. Please note that, unless permission is granted for a pupil to miss a co-curricular commitment, disciplinary sanctions will be imposed. Requests for absence should be directed to the appropriate Head of Year, who will discuss the matter with the Assistant Head Co-curricular.

## **Illness and injury**

Should a pupil fall ill or pick up an injury that prevents their participation in a co-curricular activity, they should communicate this to the teacher in charge of the activity at the earliest opportunity. This should be followed by a written communication from the pupil's parent or guardian confirming the reason for their absence.

Sometimes illness or injury occurs after the end of the school day on a Friday for a weekend commitment. In these circumstances early communication is once again vital and gives us the opportunity to make alternative arrangements. We cannot guarantee that staff will be able to check e-mails during the course of the weekend, therefore last minute unavailability should be communicated by phoning 07542 601152. This should be followed by a written communication from a pupil's parent confirming the reason for their absence.

Any pupil who is absent from school through illness on the day before a sports fixture may not participate in that fixture except in exceptional circumstances and with the approval of the Assistant Head (Co-Curricular and Outreach).

Sponsor : Deputy Head, September 2014

Reviewed: September 2015, August 2016, August 2017, August 2018, August 2019