

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 01905-778290 in the morning before 8.30am. Alternatively an email can be sent to dodderhill@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.

Parents must give sufficient detail of any illness when informing the School of an absence due to illness, including if their child is displaying symptoms of Covid-19. Parents must not send their child/children into school if they are displaying any symptoms of Covid-19.

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. **If a pupil has undergone a test for Covid-19, parents must inform the School of the outcome of this test.**

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, parents must 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 dodderhill@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 must 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 Headmistress or the Deputy Heads 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 Headmistress headmistress@rgsw.org.uk It would be useful if parents could make it clear in the correspondence if and how a proposed absence constitutes an 'exceptional circumstance', and what the benefits of the proposed absence from School will be. 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 ask, therefore, that such absence requests be made well in advance of the proposed departure date, and certainly in advance of any firm plans being made, 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 Key Stage Head 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 Form Tutor 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 via email dodderhill@rgsw.org.uk or telephone call 01905 778290	Yes, on return to school
Appointment Medical/Dental	Form Tutor By email or letter in advance	No
Emergency Appointment Medical/Dental	School office via email dodderhill@rgsw.org.uk or telephone call 01905 778290	No
Absence for any other reason	Headmistress / Deputy Heads By email or letter	No

Sponsor : Deputy Head Pastoral September 2019
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