



WHITGIFT

## **PUPIL ABSENCE FROM SCHOOL**

### **Absence through illness**

In the event that a pupil is not well enough to attend school, parents must telephone the School Office on 020 8688 9222 in the morning before 9.00am. Alternatively, an email can be sent to [pupilabsence@whitgift.co.uk](mailto:pupilabsence@whitgift.co.uk) confirming the absence.

It is a requirement that parents contact the School. In the event that contact is not made, the School Office, in the morning, will telephone parents of any pupil who is absent and ask them to provide a reason. This is particularly important so we can make sure there has not been a problem for your son on the way to school. We would, therefore, be grateful if all parents could contact the School first and avoid us having to call a large number of parents. After three days of absence parents should update the School about the situation and, if possible, indicate an anticipated return date.

A signed note from parents should then be brought in by the pupil on the day that he returns to School, or an email should be sent to the Form Tutor or to [pupilabsence@whitgift.co.uk](mailto:pupilabsence@whitgift.co.uk) explaining the absence. When an email is used, the School may follow up with a phone call to verify the validity of the email. A signed note is preferred where possible.

### **Absence for Medical Appointments**

On occasions, pupils need to attend a medical appointment which requires them to miss part of the 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 and explain your son's absence. If there are long term medical issues, these must be raised with the School as a matter of urgency and supported with a doctor's note.

## **Requesting Absence in advance**

**Pupils are required by law to attend school during term time and absence can only be granted in exceptional circumstances.** Only the Headmaster or Second Master 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 Whitgift School, **must be made in writing and sent to the pupil's Head of Year.** It would be useful if parents could make it clear in the letter what the benefits of the proposed absence from school will be. The Headmaster will then discuss the letter with the appropriate senior members of staff and a decision will be made and a reply sent. If such a reply is not forthcoming, please contact the Head of Year. Please note, the School will not normally grant permission for holidays or non-essential family events taken during term time.

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. **School term dates are published well in advance, and last-minute requests for absence are unlikely to be approved.**

## **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), the Form Tutor and Head of Year will discuss with parents and collect work from subject teachers to be sent home. Please note that, given the number of different teachers each pupil has, it does take a little time to assemble such work. 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 their son's Form Tutor well in advance to assist with this.

If parents have any queries regarding these procedures, please do contact your son's Head of Year or the Head of the Lower School or Head of the Upper School (as appropriate).

Reviewed by The Second Master: June 2017

Next review: August 2018