

SH/JMO

February 2012

Dear Parents and Guardians,

REQUESTS FOR STUDENT ABSENCE

All requests from parents or guardians should be made officially, either written or by email. (In College, requests for shorter absences might sometimes be made through the students.) In making any absence request, please allow enough time before the event.

Once an absence has been approved, if this will also involve absence from Activity Hour, please inform Sarah Allen by email to allens@boothamschool.com.

1. Requests for missing part days/Saturdays

These should be dealt with **by the tutor** and will involve a reply to parents by one of the following methods:

- a) through the student
- b) by telephone
- c) by email
- d) by letter

2. Whole day absence

As in 1 above

There will be times when students in College will be absent to attend university Open Days and/or interviews. Please ensure your son or daughter has completed the required form, which is available from the Careers Department (this will include notifying their tutor), and has left the completed form with Richard Burton before the absence.

3. Requests for longer absence/holidays etc./early departures

Given the generous length of our holidays, it is hoped that few parents will need to make this sort of request for absence. However, if you do need to make a request, please could you send it to me and I will reply directly.

4. Absence through illness

If your son or daughter is ill and unable to come to school, please could you telephone or email Reception/the School Secretary as soon as possible. Outside normal school hours, there is a dedicated phone line on which parents can leave a message; just dial the normal school number (01904 623261) and select from the menu options you will hear. We would really appreciate it if parents could please telephone school each day during the illness to confirm the continued absence.

Thank you for your support and understanding in this matter.

Yours sincerely,

SUZANNE HALL
Acting Deputy Head