



St Bartholomew's School Parents' Handbook

Attendance, Absence and Illness

Attendance

Students must attend school regularly at the correct times until the holidays begin and return punctually when they end. Dates are published on the website in advance.

A student is not allowed to be absent for any reason except illness unless previous consent has been obtained. Form tutors authorise leave for routine medical or dental appointments, though we do ask that these are, where possible, arranged outside school hours.

Parents/carers are asked to contact the **attendance hotline** on **01635 576372** to report student absence. You will be asked to leave a message with the appropriate House office stating your child's name, tutor group, reason for absence, expected length of absence and your name and contact telephone number.

Absence during term time

Students and their parents/carers are asked not to take holidays during term time. In a situation where parents/carers need to request absence from school, they should request a 'Leave of Absence' form, available from the House office. Please note that only exceptional requests will be authorised. The school may also issue a fixed penalty notice (see below).

Fixed Penalty Notices

Fixed Penalty Notices may be issued as recommended and supported by the Local Authority. In particular, this may apply to unauthorised holiday absences of more than ten sessions within a ten week period. A session is a morning or afternoon. There are two sessions missed if a student is absent for a day. Parents/carers will receive notice and reminders of this when requesting Leave of Absence forms.

Illness During School Hours

Students who feel ill will be taken or sent to the House office where they will be assessed. **In no circumstances** may a student who is unwell leave school without permission. Parents/carers or their representatives must be prepared to collect their children if it is thought that they cannot continue until the end of the school day or they need hospital treatment. This decision will be made by the student's House Office.