

Guidance on Requesting or Reporting pupil Absence

I hope that the following details, which apply to all pupils from S1 – U6, are helpful.

1 When a pupil is ill and unable to attend school on any day.

Please telephone the school (0114 266 8408) by **9.00 am** to let us know. You can leave a message on voicemail outside of office hours. (Please then send a note to the Form Tutor when the pupil returns to school.)

If a pupil is taken ill *during* the day they should report to the Matron.

2 *If a pupil is to be absent for any other reason (for a day or part of a day)*** please remember that the permission of the Head Master should be sought *in advance*, giving good notice where possible.

“Leave of Absence” request forms are available from the school office or the website (**Senior School, Pastoral Care then *Forms and Guidance***), *but a letter to the Head Master, or an e-mail to headmaster@birkdaleschool.org.uk are also acceptable. Occasionally you may not be able to give much notice of a request: in that situation please be in touch as soon as you can.*

****The only exceptions to seeking the Head Master’s permission for absence are:**

- A Lower Sixth pupil on a Monday and Tuesday afternoon **(under certain conditions)*
- An Upper Sixth pupil on any afternoon **(under certain conditions)*

*and where parents have confirmed in writing their acceptance of the *conditions in Head of Sixth Form’s September letter about afternoon study leave.*

**A copy of the Head of Sixth’s September letter is available from the School Office.*

All pupils should be aware of these systems but I urge you to rely on the guidelines above in you are in any doubt.