

### ***Guidance on requesting permission to be excused from a Senior School fixture***

I hope that the following details, which apply to **all** pupils from S1 – U6, are helpful. Birkdale is committed to providing a comprehensive games programme and it is expected that all pupils will seize the opportunity to represent the school. It is appreciated that there may be instances when it is not possible for a pupil to fulfil a sporting commitment but it is anticipated that this will be very rare and with good cause. In the unlikely event there is a regular clash with school fixtures, an attempt will be made to come to a compromise between the two parties. On occasions where this is not successful, the school will have to consider that pupil's selection in school sport throughout the year.

Permission to be excused from a school fixture should be sought by any pupil who is a member of the team squad.

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

On a weekday, please telephone the school office (0114 226 8408) as soon as possible. You can leave a message outside of office hours. (Please also send a note to the master in charge of the team when the pupil returns to school).

On a weekend, please email the Director of Sport, Mr Depledge, ([scdepledge@birkdaleschool.org.uk](mailto:scdepledge@birkdaleschool.org.uk)) at the earliest opportunity and before the meet (home) or departure (away) time.

**2** ***If a pupil is to be absent for any other reason*** please remember that the permission of the Head Master should be sought in advance.

“Permission to be excused from a school fixture” request forms are available from the school office and from the school website (in **Senior School, Pastoral Care** then **Forms and Guidance**). Occasionally it may be impossible to submit the form two weeks' in advance. In that situation, please be in touch with us as soon as you are able.

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