



May 2024

Dear Parents and Guardians,

REQUESTS FOR STUDENT ABSENCE

Whilst we continue the final term of this academic year, I thought it might be helpful to remind parents and guardians of the procedure to follow for requesting absence from school for students. 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.

1. Requests for missing part of a day or an occasional Saturday morning

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

- by telephone
- by email
- by letter

2. Whole day absence (excluding Early Departures at the end/start of a term or half term - see item 3 below)

As in **1**, these should be dealt with **by the tutor** and will involve a reply to parents by one of the following methods:

- by telephone
- by email
- by letter

There will be times when students in College will be absent to attend university Open Days and/or interviews. Please can parents make an official request for such absence via email to the Tutor; it would also be helpful if you could please copy the email to Bootham.Attendance@boothamschool.com. Please allow sufficient time before the event for the request to be dealt with. Students are reminded that they are responsible for notifying their teachers before such an absence and collecting any missed work.

3. Requests for longer absence/holidays etc./Early Departures at the end/start of a term or half term

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, in exceptional circumstances, you do need to make such a request, please could you send it to me in writing (email: helen.sharp@boothamschool.com) with as much notice as possible and before any bookings are finalised; 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 Reception or email Bootham.Attendance@boothamschool.com as soon as possible and before 09:00 if feasible. Outside normal school hours, there is a phone line on which parents can leave a message; just dial the normal school number (01904 623261) and select from the menu options. We would really appreciate it if parents could please inform school each day during the illness to confirm the continued absence.

If your child will be absent only from Activity Hour please email activities@boothamschool.com; there is no need to do this if you have already informed us about an illness that day.

Can I also please remind you that students taken ill during the school day should report to the Medical Centre. Medical staff will contact you to come and collect your child if they think it is necessary.

Yours sincerely
HELEN SHARP
Deputy Head, Pastoral

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