

Student Absence

Starting in the academic year 2018/19 student absence may be reported by the following means:

Phone call on **each day** of the student's absence to the sixth form office for years 12-13 on Tel: 01788 843749 or main office for years 7-11 via the main switchboard on Tel: 01788 542074 or

Email on **each day** of the student's absence to:
sixthform.absence@lawrencesherrifsschool.com

For years 12-13

or

lowerschool.absence@lawrencesherrifsschool.com

For years 7-11.

When a phone call has not been made or an email sent for each day of absence a letter should be presented to the appropriate office by the student on return at the end of the period of absence- sixth form office for years 12-13 and main office for years 7-11. The letter should clearly state the dates of the absence and be addressed to 'Sixth Form Attendance Administrator' or 'Lower School Attendance Administrator'. When a telephone message has been received by the sixth form or main office, they will update the electronic register with the relevant code.

When informing the school of a son's prearranged medical or dental appointment the same procedure should be adopted. However, written notification of medical appointments may be requested by the pastoral office.

Please note that the school reserves the right to carry out random checks to ensure proper use of the absence policy by requesting written confirmation of a student's absence.