



Student Absence Procedures

Illness

If a student is too unwell to attend School, parents must notify the School on each day of absence **before 8.30am** by telephoning the main Reception or by emailing attendance@ttsonline.net. Reception is manned from 7.30am.

Medical Appointments

If a student has a medical appointment during the School day, please email the Personal Tutor along with attendance@ttsonline.net and ensure they have a note to show their Teacher to enable them to be excused from their lesson.

If a medical appointment falls before the School day, please telephone or email the School to inform us that they will be arriving late before 8.30am.

Students must be collected by a parent/guardian from inside Reception and ensure that they sign in and out.

Leave of Absence Requests

In exceptional circumstances, Leave of Absence requests will be considered. Parents/guardians must complete a leave of absence form **four weeks** prior to the absence. Leave of absence forms can be obtained via Reception. Such requests must be then handed to the child's Personal Tutor or Head of Year for approval:

- Year 7 – Mr Norman jnorman@ttsonline.net
- Year 8 – Mr Norman jnorman@ttsonline.net
- Year 9 – Mrs Bains kbains@ttsonline.net
- Year 10 – Mr Wrenshall-Jones jwrenshalljones@ttsonline.net
- Year 11 – Mrs Wright cwright@ttsonline.net
- Sixth Form – Mr Bird abird@ttsonline.net

Please note, we do not permit holidays during term time and any unapproved leave of absence taken will be recorded as unauthorised.

Last updated: February 2024