



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 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 the School to inform us that they will be arriving late.

Students must be collected 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. Such requests must be in writing and addressed to the appropriate Head of Year:

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

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

Last updated: August 2022