



# 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. Reception is manned from 7.45am.

## Medical Appointments

If a student has a medical appointment during the School day please ensure that they have a note to show their Teachers and Personal Tutor to enable them to be excused from their lesson. A direct email to their Personal Tutors is also acceptable.

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 and 8 – Mr Furlong – [RFurlong@ttsonline.net](mailto:RFurlong@ttsonline.net)
- Year 9, 10 and 11 – Mr Arnold - [JArnold@ttsonline.net](mailto:JArnold@ttsonline.net)
- Sixth Form – Mr Rawlings – [IRawlings@ttsonline.net](mailto: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.