

## **Earlscliffe (Sussex Summer Schools Ltd)**

### **ABSENCES POLICY**

All parents are asked to keep to the school's holiday dates so that students are not hindered by unnecessary absence from playing their part in both the academic and the community life of the school. Each year's Term Dates and Fees list gives dates for the coming year. Parents are asked to book flights and other arrangements in good time to coincide with term dates.

Requests for absence for other than sickness/medical reasons should be addressed in writing to the Head Teacher, who will write in response to confirm arrangements.

#### **Day Students**

All students are required to be in school by 8.30am. The formal teaching day ends at 4.30pm, although students may remain later to take part in extra-curricular activities and extra academic coaching.

In the case of an unexpected absence parents should notify the College (tel 01303 253951) before 10.00 am on the day of absence. The College makes a daily record of student absences, and we telephone parents of any student whose absence is not accounted for by 10.00 am. If telephone contact cannot be made, then contact will be made by some other means, for example e-mail, the aim being to alert parents as soon as possible to any unexplained absence.

If day students are absent for sickness/medical reasons, parents should notify the Head Teacher by letter/email, before or after the absence as appropriate.

Students arriving late, for whatever reason, should see the Deputy Head immediately

Students with out-of-school appointments in the course of the day should, on departure and return, sign the Signing Out Book, on Reception.

#### **Boarding Students**

Boarding pupils are cared for by the House staff. Together, these members of staff take responsibility for boarding students during term time.

If a boarding student is unable to be present in school because of sickness, the parents should telephone or e-mail to notify the House Manager. All sickness/medical absences should be confirmed in writing and addressed to the House Manager. House staff notify the College Nurse, Deputy Head and Group Tutors of the absences of any boarding students. Boarding students normally return to parents or guardians at half term holidays and for main school holidays. If, instead of returning home or to a guardian, a boarding student is to have alternative arrangements, for example a visit to a family friend, then parents are asked to give written authorisation to the House Manager.

If a boarding pupil wishes to stay in his/her accommodation at half-term periods, then parents/guardian must inform the House Manager of this at least 14 days beforehand, stating the dates of stay required. Students may not come and go using the school as a bed and breakfast service during such times. The school reserves the right to close its student accommodation during these periods.