



## Student Absence Procedures

### Illness

If a student is too unwell to attend the Academy, parents must notify the Academy on each day of absence **before 8.30am** by telephoning the attendance officer on 07971 958454. Reception is manned from 8.00 am.

### Medical Appointments

If a student has a medical appointment during the Academy 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 Academy day please telephone the Academy 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 Head Teacher or Faculty Management Team:

- Head of Faculty – [anna-marie.mason@sccb.ac.uk](mailto:anna-marie.mason@sccb.ac.uk)
- Deputy Faculty Head – [scott.pedder@sccb.ac.uk](mailto:scott.pedder@sccb.ac.uk)
- Faculty Administration Manager – [rebecca.green@sccb.ac.uk](mailto:rebecca.green@sccb.ac.uk)

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

**Last updated: Sept 2022**  
**Review date: Sept 2023**

