

## **ABSENCE PROCEDURE:**

If a student is absent (unplanned), the Sixth-Form Office must be notified by telephone on **016973 42160** (Option 2) between 8.30am and 9.00am. Please inform the Attendance Officer on each day of absence.

For planned absences e.g. interviews, university visits, driving tests, medical appointments etc. parents and carers are required to provide a letter to the Sixth-Form team prior to the first day of absence. However, we understand that in some cases this may not be possible and would therefore ask parents and carers to telephone the attendance office.