



Absence from Lessons Policy



Members of staff must discuss and agree absence requests with all Heads of the Departments in which they work before applying to the Deputy Head. Heads of Teaching Departments should see a member of the SMT.

In order to avoid clashes with events already being planned members of staff intending to organise educational visits or other events must refer to the Year Planner folder in the shared area.

Pupils who are behind in their work or whose work is consistently below standard will not be allowed to be absent from class for fixtures or visits.

One day's absence from school preceding a holiday:

When specified in the policy, a group, activity, visit, tour or fixture has been granted **one day's absence from school preceding a holiday** this will mean: ***"Permission has been granted to depart on the last day of term, or after 4:00 pm on the previous day (Autumn, Spring and Summer terms) or on the last day of half terms preceding one week holidays, or after 4:00 pm on the previous day (February and May)."***

1. EDUCATIONAL VISITS (EV)

Any activities organised by the school that take staff and pupils off site during school days, in the evenings, at weekends and during holidays:

1.1a Extra-curricular fixtures (sport and school societies):

The proposed dates of fixtures must be submitted to the SMT for their consideration by 15th June of the previous academic year at the latest.

The majority of fixtures take place at weekends, on Wednesday afternoon or after school. Fixtures must not be arranged at other times and the earliest departure time is 4:00 pm (12:45 pm on Wednesday) unless an earlier departure has been agreed by the SMT.

1.1b Extra-curricular sports tours:

Junior Tours:

Annual rugby, netball and hockey tours for pupils in the 4th year only will be allowed to take place on Wednesday to Friday of the week immediately before February half term holiday.

Annual cricket, tennis and rounders tours for pupils in the 4th year only will be allowed to take place on Monday to Wednesday of the final week of the summer term.

Senior Tours:

Tours must only take place during holidays and will be granted one day's absence from school preceding a holiday.

1.1c Extra-curricular holidays (sport and school societies):

Activities such as skiing must only take place at weekends or during holidays.

1.2 Duke of Edinburgh's Award:

Bronze Award: Training expeditions may be 1 or 2 days but must only take place at weekends or during holidays. Assessed expeditions (2 days) may depart on Fridays (or after 4:00 pm on Thursdays) and return on Saturdays or depart on Sundays and return on Mondays.

Gold Award: Training and Assessed expeditions must only take place during holidays and will be granted one day's absence from school preceding a holiday.

1.3 Obligatory and essential subject-related trips and events:

Obligatory:

Educational visits or in-house events that are obligatory i.e. are specified by examination boards, may take place at any time but weekday absence must be kept to a minimum.

Essential:

Educational visits or in-house events that are not obligatory but are considered essential to the teaching of a subject, i.e. are written into the scheme of work before the start of the academic year and are attended by all pupils taking the subject in the year group, may be allowed to take place at any time but weekday absence must be kept to a minimum.

The proposed dates of, and justification for, these trips and events must be submitted to the SMT for their consideration by 15th June of the previous academic year at the latest.

1.4 Preferred voluntary subject-related trips:

There will be an embargo on voluntary weekday trips for examination classes (4ths, 5ths, L6 and U6) from the end of the February half term holiday until the start of study leave (until the day of the last exam module for 4ths). The embargo ends for L6 on their return to classes in June.

These are educational visits that are subject-related and considered to be more desirable but for which it is not essential that all pupils in the year group taking the subject attend. These visits must only take place at weekends or during holidays and the latter will be granted one day's absence from school preceding a holiday.

2. OTHER SCHOOL EVENTS

2.1 Annual events:

There are a number of annual events that involve staff and/or pupils being absent from classes, e.g. Founders' Day, Speech Day, First Year Induction (Activities Centre), First Year Charity Walk, MidYIS tests, Junior Sports Tours, Lower School Sports Day.

2.2 Rehearsals:

Rehearsals for music and drama productions must be confined to non-contact time. However, for whole school productions only absence from class will be granted for one afternoon for dress rehearsals.

2.3 Departmental meetings:

Meetings must take place in non-contact time.

3. STAFF INSET

Members of staff are encouraged to attend INSET and CPD courses. Proposals should be discussed with line managers and applications made using the form 'Request for Absence/INSET/CPD.' Additional INSET courses may be arranged at school e.g. sport, First Aid, minibus driver training.

4. PERSONAL

Members of staff may request absence for personal reasons or may be absent due to illness or emergency. Please refer to the Staff Handbook Part 2/All Staff Working Practices for policies and procedures:

Arrangements for Leave of Absence and Study Leave
Domestic Incidents/Dependants Leave Policy
Holidays (Teaching Staff)
Leave of Absence for Home Removal
Medical and Dental Appointments
Right to Request Time Off for Study Leave or Training
Sickness Absence Policy & Procedure

5. NON-SCHOOL ACTIVITIES

5.1 Competitions and invitations:

Members of staff who are selected to compete in prestigious events, invited to attend or make presentations at important symposia or invited to contribute to the work of committees of government, universities or professional bodies may be granted leave of absence.

5.2 Other activities:

Requests for absence for activities involving pupils but for which the school is not responsible for organising will not be granted, e.g. expeditions organised by tour operators such as World Challenge. These activities, including any training and preparation, must only take place at weekends and during holidays.

6. OTHER REASONS FOR ABSENCE

Absence requests not covered by categories 1 to 5 will be considered on an individual basis.