



## POCKLINGTON SCHOOL

### Pocklington School Foundation

#### PROCEDURES TO FOLLOW FOR PUPILS TO ASK PERMISSION OFF SCHOOL

All Tutors and Housemaster/mistresses, Boarding or Day, should follow the following procedures to account for pupils requesting permission off school. Our aim is to ensure complete consistency of practice across the houses in each Division and up through the year groups.

COMMUNICATION OF THESE PROCEDURES TO PARENTS AND PUPILS WILL OCCUR VIA THE SCHOOL HANDBOOK, THE TERMLY CALENDAR (SCHOOL RULES), AND VERBAL REMINDERS IN TUTOR OR HOUSE/DIVISIONAL ASSEMBLIES AS APPROPRIATE.

#### ROUTINE/SHORT ABSENCES FROM SCHOOL

- Parents requesting absence from school for **short periods during normal school hours** (eg routine medical appointments), should write a letter or e-mail to the **Day/Boarding Housemaster/mistress (HoM)** who will give permission as appropriate. They will inform relevant staff and Registration for information.
- The pupil must **sign out** at the school office/reception and **sign in** on their return. Correspondence regarding absence received by the House Tutor should be forwarded to the HoM.
- For **boarders**, absence for health appointments will be recorded via the Medical Centre and the Boarding HoM. Boarding HoMS will inform relevant staff (tutors / teaching staff) and Registration in advance.

#### SINGLE DAY ABSENCES FROM SCHOOL

- For parental requests regarding a planned **full single day** of absence from school (e.g. family wedding), for either boarding or day pupils, letters or e-mails should be forwarded in the first instance to the relevant **Day/Boarding HoM**. If families have pupils in more than one Division of the School then **all relevant HoMS** should be informed and a co-ordinated response made to the parents. The **Head of Pocklington Prep School** must also receive requests if families have siblings in both Foundation schools.
- The HoM will give permission as appropriate, liaising with other relevant divisional day or Boarding HoMs or Head of Division to discuss requests for absence that may not meet reasonable criteria for authorisation. The HoM will ensure the central record is kept up to date by informing 'Future Absence'\*. Heads of Division will also liaise with each other, and the Pastoral Director in order to ensure consistency is maintained across divisions and over time.
- **Before any request is granted**, a full assessment of school commitments (e.g. academic, sporting, especially Saturday fixture attendance, extra-curricular) will be made, and the pupil should then complete all necessary contact with the relevant staff (e.g. courteously informing subject teachers of future absence, obtaining work for completion etc.).

#### ABSENCES BEYOND ONE DAY (for example, holiday requests)

- For parental requests involving extended absences from school **beyond one day** (e.g. early departures for, or late returns from holidays which involve more than one day off school), letters or e-mails should be forwarded to the **Head of Division**. The Head of

Division will liaise with relevant house staff, give permission as appropriate and ensure the central record is kept up to date by e-mailing 'Future Absence'\*. Heads of Division will liaise with the **Pastoral Director** where there is concern over whether a request for absence is justifiable.

- **Before any request is granted**, a full assessment of school commitments (e.g. academic, sporting, especially Saturday fixture attendance, extra-curricular) will be made, and the pupil should then complete all necessary contact with the relevant staff (e.g. courteously informing subject teachers of future absence, obtaining work for completion etc.).
- The school's term dates are published well in advance, and parents are requested to check these carefully before arranging holiday travel, looking to retain pupils in school during term time. We are grateful that requests for absence are made well in advance.

### **BOARDING PARENTS REQUESTING ABSENCE FOR TRAVEL ARRANGEMENTS AT THE BEGINNING AND END OF TERMS**

Boarding parents who will require pupils to miss school due to unavoidable travel arrangements at the beginning and end of terms should forward communication to **both** the Boarding Housemaster/mistress and the Pastoral Director who will liaise and give joint permission, keeping central records by contacting 'FUTURE ABSENCE' and 'Boarders Travel'. Parents or Guardians will be asked to complete the "Student Travel Details" form well in advance of departure to provide full details of the whereabouts of Boarding Pupils as they travel.

### **SIXTH FORM**

Sixth Form students are referred to the document `Guidelines for Sixth Formers` with regard to leaving the school premises during the school day and the use of the `Authorised Absence Slip` for attending University Open Days and other extended absences from school for academic/extra-curricular reasons.

### **THE SCHOOL'S POSITION ON GIVING PERMISSION TO MISS SATURDAYS AND FIXTURES TO ATTEND SPORTING EVENTS (OR SIMILAR RECREATIONAL EVENTS)**

Whilst we try to be as accommodating as is appropriate in giving permission for such requests, we politely ask that parents avoid planning such trips in term time, especially when it involves students who are involved in pre-arranged fixtures. As a School, we want to field our best teams and, as has been the case in the past, we do not want to let other schools and players down by having to cancel a fixture because of a lack of numbers. This is a particular risk in the case of rugby fixtures where absence has a significant impact. Seeing sport played at the highest level can be an inspiration and where we can accommodate reasonable requests that have been made well in advance we will try to. We are grateful for parents' support and understanding in that we cannot guarantee permission will be granted in all cases.

\*'FUTURE ABSENCE' is a group e-mail that includes the Director of Sport, Pastoral Director, Registration, Senior Nurse and an address for the Central logging of permissions for absence. It is an internal group email that works only on the school's Outlook Mail system. Staff should see Appendix 1 for clarification on procedure.

Updated August 2014 – Boarding and Pastoral Coordinator

Updated August 2015 – Boarding and Pastoral Coordinator

Updated August 2016 – Boarding and Pastoral Coordinator

Updated February 2018 – Pastoral Director

Reviewed and Updated February 2019 –Pastoral Director and Heads of Division

February 2020 – Pastoral Director

## ***Appendix 1: Notes for staff***

### Future Absence: Guidelines for giving permission for a student to be absent from school

#### **1. Short, planned, reasonable (one day / part day) absence**

Parents should contact the Housemaster in advance to ask permission for shorter absences – obvious examples would include significant family events, medical appointments, university visits etc. If it seems unreasonable, liaise with HoDiv.

#### **2. Requests for Longer absence (2 days or more)**

Requests for longer absence should be passed on to the Head of Division who will liaise with the Pastoral Director if appropriate.

\*Tutors should not give permission for absence without liaising with either the HoM or HoDiv first.

- When giving permission for absence it will often (but not always) be appropriate to ask the student to excuse themselves from the lessons they will miss in person. If it is a sensitive matter, do not insist on this.

- They should also, if appropriate, be reminded to ensure they get details of work they may miss.

#### **3. Please use the following format when giving permission for absence:**

**E-MAIL SUBJECT HEADING: FUTURE ABSENCE: STUDENT NAME; FORM; DATE(S) OF ABSENCE**

**COPY IN THE FOLLOWING PEOPLE: (1)registration;(2)housemaster;(3)tutor;(4)byasd;(5)haselockc; and if relevant.....(6)ecclesk(if a medical appointment)(7)boarding HoM; (8)daviesm (for longer /more controversial absences)** (There is a group email 'Future Absence' which includes 1-4)

- Ensure a courteous and a prompt reply to parents - thanking them for their email, wishing them well (if appropriate) and thanking them for supporting us by encouraging their son/daughter to get missing work / excuse themselves in person etc.
- Giving permission for absence is generally straightforward, but do liaise with the right people if you are unsure. We must also be thorough in letting all the right people know by copying them in to e-mails.
- If the event is not essential and it is missing a significant school event (e.g. fixtures; concerts; Commemoration) liaise with the appropriate lead staff *before* giving permission.