



POCKLINGTON SCHOOL FOUNDATION

PROCEDURES TO FOLLOW FOR PUPILS TO ASK PERMISSION OFF SCHOOL

All Tutors, Day Housemaster/mistresses (**HoMs**) & Boarding Houseparents (**BHoPs**), should follow these procedures regarding requests for permission off school. Our aim is to ensure complete consistency of practice across the houses in each Division and throughout 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 **Tutor** (cc **HoM/BHoP**) 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 **BHoP**. **BHoPs** 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 **Tutor (cc Day HoM)**. If families have pupils in more than one Division of the School then **all relevant Tutors (cc 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 Tutor / HoM will give permission as appropriate, liaising with other relevant divisional day HoMs or BHoPs & Head of Division to discuss requests for absence that may not meet reasonable criteria for authorisation. The Tutor / 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 Deputy Head (Pastoral) 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.).



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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 **Deputy Head (Pastoral)** 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 House staff and the Deputy Head (Pastoral) 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. Day staff will be informed by Boarding HoPs in advance.

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 SATURDAY FIXTURES

Representing the School as member of a sports team is an important part of education and experience at Pocklington School. It is an expectation that pupils who are selected to represent the school attend fixtures but in exceptional circumstances. The school has a great reputation for sport and for fulfilling its sporting commitments with other schools – made possible by the commitment and support of parents, pupils and staff.



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The School is happy to support the occasional family event that cannot be changed. For those families with a special request for a Saturday absence, the process is the following:

- I. Emails should go to Day Housemaster / Housemistress or Tutor e.g. with the request and reason well in advance and at the start of the week at the latest. The absence is granted if in line with School Policy.
- II. Absence requests are then communicated as appropriate to sports coaches by the member of staff contacted.
- III. Short notice absence (e.g. illness on a Friday night / Saturday) must be reported by email from a parent to the team's coach and / or the Director of Sport. It is also helpful if Housemaster / Housemistress are copied in.
- IV. Absence requests must come from parents / guardians and not the child. Teams / email messages from pupils are not sufficient.

REQUESTS FOR ABSENCE FROM SATURDAY FIXTURES TO ATTEND SPORTING EVENTS OR SIMILAR RECREATIONAL EVENTS)

Whilst we try to be as accommodating as is appropriate in giving permission for timely and reasonable 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 we never 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 do so. 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, Deputy Head (Pastoral), 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 2016 – Boarding and Pastoral Coordinator

Updated February 2018 – Pastoral Director

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

Reviewed September 2020 (Deputy Head Pastoral)

Reviewed September 2021 (Deputy Head Pastoral)

Reviewed February 2022 (Deputy Head Pastoral)

Reviewed November 2022 (Deputy Head Pastoral)



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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 Tutor / 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 Deputy Head (Pastoral) 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.