

Attendance – Reminder of Absence Procedures

❖ **Falling ill during the School Day**

- If you feel unwell during the school day you must **always** inform the School Office.
- A First Aider will see you and contact home if you need to go home.
- You must **always** get permission to leave. **This is a safeguarding issue.**

❖ **Medical / Dental Appointments**

- If you need to attend a medical or dental appointment during the day you must **always** sign out at the School office.
- You must provide proof of your appointment.

❖ **Lateness**

- It is very important that you attend all your classes, including Registration, on time.
- Persistent failure will lead to a detention.