



Re-founded 1555

Ripon Grammar School

Helping shape the future since 1555



23 October 2018

Reporting an Absence from School

Dear Parents/Guardians

I would like to take this opportunity to remind you of the procedure we have in place regarding your son/daughter's absence from school.

If your child is unable to attend school due to illness, on **each** day of the illness please contact our absence team on absence@ripongrammar.co.uk or telephone reception to inform Mrs Kinread on 01765 602647 **before 9am**.

If your child is off school for more than two days, a member of the school's administration team may contact you to enquire about their health and potential date of return. The absence can then be authorised on the school's management information system.

When your child is well enough to return to school, please could you provide them with a letter outlining the reason for their absence; this should be addressed to Mrs Kinread and handed into reception. Concerns are raised when any student's attendance falls below 90%, and any documentation you are able to furnish us with is most useful to assist with queries from NYCC.

In the event of your child being absent from registration, if we have not been informed, you will receive notification in the form of a text message.

Routine medical and dental appointments should be made outside school hours or in school holidays. If this is unavoidable then please email, telephone or write to Mrs Kinread in advance by email at absence@ripongrammar.co.uk **Please do not advise school via a note in their planner**. Students should sign out at reception when leaving for appointments and sign back in when they return.

Request for leave of absence during term time

The Department for Education states that parents do not have a right to take their children out of educational provision during term-time. Therefore the Headteacher cannot allow any leave of absence during term time unless there are exceptional circumstances, for which verification will be requested. This means that holidays in term time will not be authorised and will be recorded as an unauthorised absence.

Headmaster: Mr. Jonathan M. Webb, MA (Cantab).

Address: Clothierholme Road, Ripon, North Yorkshire HG4 2DG Telephone: (01765) 602647 Facsimile: (01765) 606388

Email: admin@ripongrammar.co.uk Website: www.ripongrammar.co.uk





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An application form for parents to complete and return to me, should leave of absence during term time be requested, is available to download from the school website. Please email this directly to my secretary, Mrs Hargraves, at hargravesp@ripongrammar.co.uk I will then consider your request in line with the DfE guidelines for absence from school.

For further information, please refer to the Parents' section of our school website.

Thank you in advance for your continued support in this matter

Yours sincerely

Jonathan M Webb
Headmaster

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