

Dear Parent/Carer,

At Petty Pool we have high aspirations for our learners, and we are passionate about supporting them to achieve their outcomes. We understand that any period of absence can have a substantial impact on learners' progress, learning, and achievement. So, we have highlighted some of our attendance processes underneath that we believe you may find useful moving forward.

### **Reporting Absences**

Parents/carers are required to ring the college main number before 8:30am and leave a message or alternatively email [absence@pettypool.org.uk](mailto:absence@pettypool.org.uk) on the first day of absence, giving a reason for the absence and an indication of when they expect their young person to return to college.

When the college hasn't been informed of an absence, attempts will be made to contact parents/carers. Where contact cannot be made after one full day, next steps will be reviewed by the college's Pastoral and Welfare Manager to determine next steps.

### **Medical/Dental Appointments inc. Non-Routine Medical Appointments**

College needs to be aware of any known medical appointments in college hours via email [absence@pettypool.org.uk](mailto:absence@pettypool.org.uk) in advance. Business Support will then notify tutors of the reported absence.

### **Leave of Absence**

Parents/carers requesting a Leave of Absence for any reason other than medical/dental must email business support at [absence@pettypool.org.uk](mailto:absence@pettypool.org.uk)  
All leave of absence is at the Vice Principals discretion.

In making a decision to authorise leave of absence the Vice Principal will consider if the absence is related to any other the following:

- Family crisis or extenuating circumstances (e.g. bereavement, additional medical needs, adoption, parent employment taking them overseas)
- Religious observance
- Extra-curricular activities that meet the aspirations of learners

The college aims to respond to leave of absence requests within five working days where you will be notified via email or letter.

### **Holidays during term time**

Holidays should **not** be booked during term time.

In exceptional circumstances the Vice Principal will review requests that are made in advance via email at [absence@pettypool.org.uk](mailto:absence@pettypool.org.uk). A decision will be made, and a letter/email will be sent out to you within five working days.

Any absences related to family holidays that have not been authorised by the Vice Principal in advance or where the college is notified after the event, will be marked as unauthorised.

If you have any further questions, please feel free to contact our Pastoral and Welfare manager, Graham Hunter ([graham.hunter@pettypool.org.uk](mailto:graham.hunter@pettypool.org.uk)) and he will be happy to help.

Thank you for your continued support with this.