

Absences And Leave Requests

Parents must inform the school via the online absence form on [My School Portal](#) or telephone 01926 514444 and leave a voicemail on Option 1, as soon as possible, before 9:00am, if they know that their child will not be in school for either the whole day or any part thereof. For unplanned absence, parents must complete the Absence Form. This can be found on the dashboard or in the My Children section of My School Portal.

If a pupil has a pre-planned appointment, e.g. medical, please inform the school in advance on the Requesting Student Absence: Planned Form, which can be found within the My Children section of My School Portal. This can then be pre-coded on our attendance system. Having alerted the school for any reason of absence it is not necessary to follow up the absence with a written note.

We ask that, where possible, all pupil appointments (e.g. medical or dental) are made out of school hours, to avoid disruption to learning.

Holidays

Parents are strongly discouraged from taking their children out of school and family holidays should always be taken in the school holiday period which is published over a year in advance. Permission for leave of absence for valid reasons such as a family funeral, should be sought in writing and in advance via My School Portal, with as much notice as possible. Pupils with persistent absence may be asked to provide medical evidence.

Lost Property

Please ensure that everything your child brings to school is clearly labelled. This especially includes uniform and sports kit. Excellent personalised labels may be purchased from [easy2name.com](#) or [ablelabels.co.uk](#). We ask for support from parents to ensure that their children take full responsibility for looking after their property carefully.

We discourage pupils from bringing valuable items into school.

Lost property will be displayed outside The Gables on a Friday for collecting. At the end of each half term, any unclaimed items will be donated to charity or the PTA.