

Student Absence Procedure

1:1 students:

- If the student has not arrived after ten minutes then contact the parent/carer if accessing from home, or TA if accessing from a Centre.
(Numbers can be found in the Student backpack)

Don't forget to use 141 when dialing out.

- Teacher to call/email the office *(even if you speak to parents)* giving us student name and reason for absence/late.

Please copy your Head of Department in on the emails.

- Office to enter this information onto Absence Sheet and inform the client.
- Apricot informs client if student misses more than one lesson regardless of reason.
- Please keep the classroom open in case the student comes in late and if they do just drop office an email.

Group students:

- Apricot checks attendance weekly and rings student if there are absences.
- Apricot informs clients of regular absence.