

Dear Parent/Guardian

Attendance – Absence from School

It is important for us to know if a student is not going to be attending school. Therefore, would you please telephone 01722 333851 and leave a simple message, stating clearly name, tutor group and reason only, on the absence line or email rec@bws.wilts.sch.uk. Please do this on the first day of absence and everyday thereafter.

When notifying us of the reason for absence we ask for specific reason, stating illness/unwell/sickness is not adequate. All absences need to be followed up by a written explanation or medical appointment letter/card to enable them to be authorised.

Permission for a student to be absent from school, including medical appointments, should be requested as far in advance of the event as possible. A letter must be signed by the tutor and shown to the teacher of the class your son/ward needs to leave; this can then be given to a member of the Reception staff when signing out.

For absence other than a medical appointment, please use the Absence request form, available on the school website, www.bws-school.org.uk under Parent Portal, useful documents.

All students in Years 7-11 must enter school via the Exeter Street entrance. If they arrive between 8.45 and 9.05 am their name will be recorded in the Registration Late Book. He should then go to his tutorial/assembly unless his tutor group is in the Chapel when he should then go to the Library. All students arriving after 9.05am should sign in at Reception before proceeding to lessons.

Regretfully we are unable to guarantee that we can pass on messages to students unless it is an emergency.

Yours sincerely

Dr S D Smallwood
Head Master