

**ALDENHAM SCHOOL
PROCEDURE FOR PUPILS WHO MISS LESSONS
WITHOUT PERMISSION**

1. Unauthorised absence from lessons is prejudicial to a pupil's progress, discourteous to the teacher and a barrier to the School fulfilling its obligations to pupils and their parents. It is a major school offence.
2. In lessons Staff always take a register of pupils present against those they know should be present.
3. Any pupil whose absence is not satisfactorily explained by reference to the Absence List or his/her Housemaster/tutor has their name entered on a pink 'Absence Chit' which is forwarded to the Housemaster/mistress.
4. Pupils whose absence is not explained satisfactorily are subject to the following sanctions.
 - A letter is sent home to the pupil's parents informing them of the absence
 - The letter is copied to the pupil's file.
 - The pupil serves a 90 minute Saturday morning detention.
 - The detention is used to complete and catch up on work from the missed lesson set by the teacher of the lesson. If appropriate, this is followed by additional work as determined by the Deputy Head.
5. A second unauthorized absence results in a pupil following the same procedures except that the detention is for 3 hours.
6. Such detentions normally take precedence over other Saturday School commitments.
7. In the event of a third unauthorized absence from lessons within a school year, the pupil and his or her parents will see the Headmaster and the expected sanction, dependent on circumstances, will be a period of temporary exclusion from School

DEM

January 2008

Reviewed by JCF

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