



SEDBERGH INTERNATIONAL SUMMER SCHOOL

Absences Policy	
Extent of policy	Sedbergh International Summer School
Policy owner	Gemma Newton
Frequency	Annual
Publication	Staff training Student induction Website

Introduction

The International Summer School requires that, unless pupils are ill – or have made other arrangements which are made clear to staff prior to the course – pupils must attend all meals, lessons, activities and excursions, as outlined in the Pupil Handbook. This is primarily to ensure that students are accounted for and safe, and secondly, that they get the most out of the course.

Authorised Absence

1. Illness

Pupils at Sedbergh International Summer School who feel ill must inform their House Parent or Teacher, who will then monitor the situation and use their best judgement to assess how severe the situation is. If unsure, they will liaise with the Welfare Manager for advice.

- **Medication:** Any regular (pre-authorised) medication must be given by the Welfare Manager, unless specific instructions are given to another staff member (usually House Parent) by the Welfare Manager. Records must be kept of all medication given, the time and dosage, including for self-medication (e.g. inhalers). See medical policy for more information.

Once it is established that a pupil is ill, they will remain in their house, monitored by their House Parent (or Assistant House Parent) and/or the Welfare Manager, who will keep the pupil's teacher informed as to their status in time for the beginning of each lesson (or Activity Leader in the case of activities). The teacher will mark a pupil as ill on their register for each lesson that is missed due to illness.

If a doctor or dentist appointment is required, the Welfare Manager will accompany them and keep staff the relevant members updated with the progress and outcome.

2. Other

On rare occasions, a pupil might have a pre-arranged absence from the course. For example, parents staying in the area might arrange to collect the pupil for a short period or a day, and this will have a written agreement before the course, and the teacher and all relevant staff will be informed beforehand.

Unauthorised Absence

If a pupil has not arrived in good time for a meal, activity, lesson or excursion, staff will refer to the Missing Child Policy.

Repeated lateness or absence

If a pupil is repeatedly late or absent from a meal, lesson, activity, roll call or excursion, and causes disruption by being late on several occasions, a discussion will be had with the DOS /Operations Director, and sanctions such as missing a disco or activity will be discussed. Records of such discussions and their outcomes will be recorded, and parents informed. Please see Behaviour, Rewards and Sanctions Policy.