**Reporting Absence**

We appreciate that there are occasions where a student will be absent, and by following the below procedure will ensure that this is recorded correctly on our systems.

* If a student is ill at the start of the day– a parent/carer must report that illness via Arbor or by calling school first thing (before 8:30am).
* If a student feels ill during the day – they will go to the Sixth Form Admin Office and we will decide if they need to go home or not - if we do decide a student needs to go home, we will call home to confirm this. Students will not be able to leave school until we have spoken to a parent/carer and gained consent.
* If a student has a medical appointment or another known/planned absence from school, then please report this on Arbor or via email as soon as you know about it.

Please also review the school calendar for the 25-26 academic year on our school website:

<https://www.emmanuel.nottingham.sch.uk/news-and-dates/calendar/>

The calendar provides term dates and INSET days for the next academic year. Holidays taken outside of school holidays will not be authorised.