



King Edward VI Aston School
Frederick Road
Birmingham B6 6DJ

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KESSP - Trinity Road Tel: 0121 554 4036

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**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

17th September 2019

Dear Parent(s) and Carer(s),

Re: Authorised absence

Please can parents for pupils in all year groups follow the instructions below should they require authorised absence from school at any time for their son for any reason, including for pupils in Years 12 and 13.

1. Send an e-mail to the Headmaster at c.parker@keaston.bham.sch.uk at the very earliest opportunity and soon as the need for authorised absence is known. Only in exceptional circumstances will this only be possible the day before or on the actual day of absence itself.
2. Routine dental appointments should be arranged to take place outside of the school day however the school appreciates that parents have little flexibility over the timing of specialised dental appointments as well as those with GPs and at hospital. In these instances please attach a copy of the appointment letter to your e-mail requesting authorised absence.
3. On the day of absence please arrange to collect your son from the Frederick Road gate. Please do not drive on to the site but press the intercom to speak to the receptionist, Ms Bahia who will open the gates and allow you on to the site. You should wait for your son by the blue chairs next to the office. Ms Bahia will have received a copy of the letter supporting your request for authorised absence and will know that your son has permission to leave school.
4. Before leaving the site your son must sign out at the Student Services office and then meet you by the main school office.
5. Prior to the absence your son must speak to those teachers from whose lessons he will be absent in order to collect the work that he will miss. If necessary younger pupils should ask their form teacher for assistance in doing this.

In addition

1. Pupils requesting to leave the site without any prior notification from parents will not be allowed to do so.

Headmaster: C.Parker, *M.Hist, MBA, NPQH*

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2. Parents must not turn up at the school to collect their son for an appointment without giving the school prior notification.
3. The school will not allow pupils in Years 7-11 to travel unaccompanied in a taxi.
4. Authorised absence cannot be used to extend a school holiday or for pupils to go on holiday during term time.

You must not hesitate to contact me at c.parker@keaston.bham.sch.uk if you have any questions about what you need to do if you require authorised absence for your son.

Your co-operation in this matter is much appreciated.

Yours sincerely,



C. Parker
Headmaster

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