

Dear Parents and Guardians,

At Barking Abbey Sixth Form, we aim to support our students' academic success by ensuring consistent attendance. However, we understand that there may be occasions where students require an authorised absence. To streamline the process and maintain fairness, please adhere to the following guidelines for requesting authorised absences:

Medical Absence Request Procedure

1. **Formal Written Request:** All requests for medical absences must be formally submitted in writing. Please email your request to **6thForm@BarkingAbbeySchool.co.uk**.
2. **48 Hours' Notice:** Requests for medical absences must be submitted at least **48 hours in advance**. This allows sufficient time for the school to review the request and make an informed decision.
3. **Failure to Meet Requirements:** If either of these requirements—formal written request or 48 hours' notice—is not met, the medical request will be **denied**.

Exceptional Circumstances

We understand that in some cases, circumstances beyond a student's control may prevent them from providing the required 48 hours' notice. In such situations, the school will review the request on a **case-by-case basis**. Please ensure that any exceptional circumstances are clearly explained when submitting the absence request.

Holiday Requests

Please follow the school's policy regarding holiday requests. Further information can be found on the school's website.

We appreciate your cooperation in following these guidelines to help maintain a productive learning environment for all students.

If you have any questions or require further clarification, please do not hesitate to contact the attendance team at **6thForm@BarkingAbbeySchool.co.uk**

Best regards,

Mr. O Bouchaara

Assistant Headteacher – Sixth Form

Barking Abbey School.