

ABSENCE REQUESTS

To make absence requests easier to manage this year, we are requesting any dates required, in three stages. Please remember, once the **deadline date** has passed, no further absence dates can be requested for that period. Any required absence dates, are to be requested via your iClassPro account.

If you do not require any absences during that period, you must enter the following statement: -
I confirm that (insert athletes name) will be attending all sessions between (**enter the training period**).

VENGEANCE ATHLETES, please note, NO ABSENCES will be allowed as this is a monthly training team therefore all sessions MUST be attended. Therefore, all members must enter this statement in your 'notes' section:-

I confirm that (insert athletes name) will be attending all training sessions for Vengeance.

Please see sheet attached below, for full explanation how to apply for absence requests and add statements through the website or your app.

ABSENCE REQUESTS DEADLINE DATES

BY TUESDAY 27TH JULY

All absence requests for the training period **Sunday 5th September to Sunday 21st November**.
No absences for cheer athletes or dancers will be accepted for any dates between **Monday 22nd November to Saturday 11th December** as this is the 3 week lead up to Showcase.

BY SATURDAY 27TH NOVEMBER

All absence request for the training period **Monday 3rd January to Saturday 2nd April**.

No absences for cheer athletes will be accepted for any dates between **Saturday 8th January to Friday 28th January** as this is the 3 week lead up to BCA competition.

No absences for cheer athletes or dancers will be accepted for any dates between **Saturday 26th February to Friday 18th March** as this is the 3 week lead up to Legacy competition.

No absences for Crush athletes will be allowed for any dates from **Saturday 26th February to Friday 1st April** due to Legacy and FC Milton Keynes competition.

BY SATURDAY 5TH FEBRUARY

All absence request for the training period **Monday 4th April to Friday 20th May**.

No absences for all cheer athletes or dancers will be accepted from **Saturday 21st May to Friday 1st July** due to the 3 week lead up to Jamfest followed by FC Nationals competitions.

REQUESTING AN ABSENCE VIA THE WEBSITE

- Sign in to your account on the parent portal
- Choose “Future absences” under “Enrollments” in the navigation menu on the left-hand side
- Click the down arrow to the right of the student for whom you wish to mark a future absence.

From here you will have 2 options:

- **Create future absence by date** – allows you to specify a date when your child will be absent.
- **Create future absence by enrollment** – allows you to choose a specific class for which your child will be absent.

A request will be submitted for staff to approve the expected absence. The request will show “pending” as the status until it is approved by staff.

To check if your absence has been accepted, please go back to “future absences” where you originally made the request. Please give this a few days to process.

REQUESTING AN ABSENCE VIA THE APP

- Sign into your account on the iClassPro App
- Choose “Account” at the bottom of the screen
- Choose “future absences” under the name of the child you wish to request an absence for.
- Choose “record a future absence” to select the dates your child will be absent for.

A request will be submitted for staff to approve the expected absence. A yes or no will appear next to your requested absence once staff have considered your request.

STATEMENT TO CONFIRM ATTENDING ALL SESSIONS VIA THE WEBSITE

If you are not requesting an absence, the following statement must be added to your account in order to be accepted for Nationals.

I confirm that (athletes name) will be attending all sessions for the **training period (enter dates)**

This statement must be added through the website as the App doesn't give you the option to do this.

- Sign on to your account on the parent portal
- Select “Students” on the left-hand side
- Choose “Edit” underneath the word ACTION on the right-hand side
- Then enter the statement in the box titled “Allergies/special health concerns”
- Click “update student”
- If there are siblings this must be done for each child