

ABSENCES/ATTENDANCE – STUDENTS

LATE ARRIVAL

Students who arrive late to school must report to the relevant Sub-School Reception. An office staff member will record arrival time and produce a late slip which is to be given to the class teacher by the student.

ABSENCES

Parents are required to notify the School on or before the day of a student's absence. If the School is not notified, the parent/guardian will be contacted for an explanation. **Verbal notification of a student's absence must be followed up in writing.** The Education Act requires parents/guardians to provide the School with such notice within seven days of the absence.

Note: Students must be signed out and collected at the relevant Sub-School Reception by a parent/guardian if they are required to leave the School during School hours.

OBTAINING LEAVE

Should leave be required for a day or more, application should be made by parents (in advance and in writing), to the Associate Principal of Sub-School.

If for part of a day, application should be made by parents in writing to the class teacher or tutor.

HOLIDAYS DURING TERM TIME

At the School we discourage student absence during term time for holidays. There are family circumstance where absence cannot be avoided but parents need to understand the difficulties caused to student learning and weigh up the advantages and disadvantages. Where a family feels that a holiday outweighs the learning disadvantages, then parents need to understand that teachers cannot be held responsible for the gaps that appear in children's learning nor provide class work for this period.

Any period of absence from school will result in work being missed and will affect the student's learning. Therefore we can only advise that the School discourages student absence during term time for holidays.