



# TAVERHAM HALL

## Preparatory School

### **POLICY ON SCHOOL ATTENDANCE**

At Taverham Hall School, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your son/daughter, and we look to you to support this objective. All pupils are required to be in school before 0815. The school day ends at 1700 unless a pupil is boarding. Many pupils remain later than the finish of lessons to take part in extra –curricular activities under the supervision of a member of staff.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff. This would be for an educational trip or to visit a sporting fixture, the dates of which will have been notified to you in advance.

Requests for absence must be made in writing and reach the school at least ten days in advance (except in an emergency, when parents are asked to telephone the school. Requests for exceptional absence (i.e. absence for days other than Religious Festivals, medical or dental appointments or for illness) should be sent to the office at least two weeks in advance.

If your child is ill, please e-mail or telephone the school before 1000 on the first day of absence. He/she should bring a letter signed by a parent on his/her return to school giving a reason for the absence. We will always telephone the home on the first day of an unexplained absence in order to make sure that your child has not suffered an accident.

We always send parents the term dates over a year in advance in order that you can arrange your holidays without disrupting your child's education. Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

Reviewed January 2010