

## **NORFOLK HOUSE SCHOOL: Attendance Policy**

All pupils are required to attend school between the following times:

Reception: 8.40am – 3.10pm

Pre-Prep: 8.40am – 3.15pm

Form 2: 8.40am – 3.20pm

Forms 3 – 6: 8.40am – 4pm

All requests for absence must be in writing and reach the Headmaster one week in advance (except of course in emergencies). Requests for exceptional absence (i.e. absence other than for religious holy days, medical/dental appointments, or for illness) should be received as early as possible, and in any event at least a fortnight before the relevant dates. Leave of absence for Holy Days is only granted if the Holy Day is to be observed by the family. Permission for absence is not usually given for holiday purposes, and parents are asked to honour the term dates published by the school.

When a child is ill, parents are asked to email or telephone the school before 8am on the first day of absence, so that we know we should not expect them in school. Unexpected first-day absence will be checked by telephone. The child should bring a letter, signed by a parent, on their return to school, giving the reason for the absence. If a child is away for more than ten school days for reasons of illness, the school will normally ask for a letter from their doctor, indicating the nature of illness and outlining what forms of academic support it would be appropriate for the school to give.

**Review: September 2011**