



**NORFOLK HOUSE PREPARATORY SCHOOL, PRE-PREP and Montessori
House Nursery**

Attendance Policy:

This policy applies to all pupils in the school, including in the EYFS and covers procedures expected of staff working with children at both sites

Years 2 - 6, 10 Muswell Ave, London N10 2EG
EYFS - Year 1, 5 Princes Ave, London N10 3LS

Reviewed	August 2017
Date for revision	August 2018 (annually)
Steve Wade	Education Director
Paul Jowett	Headteacher

Attendance Policy

The school is open for the following groups of children during the times listed below. Children of compulsory school age are required to attend during the times specified.

Full Day Infants:	8:30 am – 4:30 pm
Half Day Infants:	8:30 am – 12:30 pm
Half Day Infants:	1:30 pm – 4:30 pm
Montessori House:	8:45 am – 12:00 pm
Montessori House	8:45 am – 1:00 pm
Montessori House	8:45 am – 3:00 pm
Pre-Prep:	8:40 am – 3:10 pm
Junior Prep:	8:40 am – 3:20 pm
Senior Prep:	8:40 am – 4:00 pm

All requests for absence must be made in writing and reach the Headteacher at least one week in advance, except 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 8:00 am 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.

Reviewed: May 2013

Reviewed: August 2014

Reviewed: August 2015

Reviewed: October 2016

Reviewed August 2017

Next Review: August 2018