

LINGFIELD PREP SCHOOL

ATTENDANCE POLICY AND LEAVE OF ABSENCE GUIDANCE FOR PARENTS OF PREP SCHOOL CHILDREN

LATENESS

If pupils arrive after 8.50am parents must register them in the Prep School Office.

ABSENCES

Should your child be absent from School, please ensure that you advise the Prep School Office by 10am either by telephone message or by email to prepoffice@lingfieldcollege.co.uk to explain the absence. If a call or message is not received by then, a telephone call will be made to the parents to clarify the reason for absence. Absences lasting three days or more must be covered by a letter or email.

A doctor's letter may be asked for if deemed necessary to cover any prolonged absence due to illness.

If a pattern emerges where a pupil is frequently absent, the parents will be contacted by the class teacher in the first instance to discuss the matter. The School has a duty to inform social services of poor attendance.

Pupil Medical (or other) Appointments

If a pupil has an appointment in School hours, a term time absence form must be completed by parents. An adult must sign the pupil out in the Visitor book in the Prep School Office and sign them back in on return. Please do not collect or return children directly from the class but report to the school office first.

Leave of Absence for holidays during term time

Time off for family holidays is not a right. In line with the Department of Education, it is not permitted to take pupils out of school for holidays in term time unless there are exceptional circumstances and there has been prior authorisation by the Headmaster or Head of Prep.

Any requests for your child to be taken out of school during term time should be made **in advance**. Please ask for an absence form from the Office and submit the completed form at least two weeks in advance of the requested absence. These will be considered on a case by case basis but leave will only be granted if circumstances are exceptional or in the case of extenuating circumstances such as service personnel who are prevented from taking holidays during term time or when a family needs to spend time together to support each other during or after a crisis. The number of days authorised will be at the Head of Prep's/Headmaster's discretion.

If permission is not granted and the leave is taken, it will be classed as unauthorised. In such a case, in keeping with government guidelines, a penalty fine may be issued at the Headmaster's discretion.

The full Attendance and Registers Policy can be viewed on www.lingfieldcollege.co.uk