

## A reminder, to parents of Attendance Protocols

As a parent, you are legally responsible for making sure your child attends school regularly.

It is also a legal requirement of the school that pupils are registered twice daily – at the beginning of the school day and at the beginning of the afternoon session.

Pupils are expected to be in school at 08.35 am for registration. It is the responsibility of parents to ensure that their child is punctual. Lateness is recorded at registration and recorded on your child's attendance record. Registration is an important time of the day for passing on notices and information. If your child is too late to attend registration they **must** sign in in Reception before attending Morning Meeting or lessons.

### Unplanned Absence

- If a child is unable to attend school due to illness, parents are requested to either telephone the school or email [absence@sibfordschool.co.uk](mailto:absence@sibfordschool.co.uk) by 09.00am on each day of absence.
- The telephone call must then be followed by a written letter or email to the child's tutor as follows: Immediately following an unplanned absence, explaining reasons for the Absence. Where the absence is expected to last for more than three days a letter should be sent to the school (this should be accompanied by a doctor's certificate for prolonged absence).

### Medical Appointments

- Tutors should be informed of any medical appointments which require a pupil to be absent from school in writing before the appointment date. (If the appointment requires a pupil to leave school early or arrive late the pupil must sign in or out in Reception either as they leave or on their arrival in school).

### Planned Absence

- Requests for permission for any planned absence, holiday or extended leave other than medical appointments should be made to the Head at least one week in advance of the absence using the Application for Leave of Absence form which can be downloaded from the 'Documents' area of the Parent Pupil Portal on the School website.
- Parents of boarders who are away from home for an extended period or out of the country must inform the school, and supply the name of a guardian and emergency contacts.

### Prep and After School Clubs

We are delighted if pupils choose to attend prep or after school clubs, however, it is paramount that we know where every pupil is at all times so we must keep an accurate register. **No pupil should be in school after 4.30pm unless we have been informed beforehand and they have registered in the school office prior to their club or with their supervised prep teacher.**

If a child is unable to attend a session that they have signed up for parents must notify the office in good time so that the register can be amended. Our After School Programme **is not** a 'drop-in' option and pupils who have chosen to attend the programme are expected to attend, barring illness. If for any reason pupils decide not to attend their club/prep session, they must still sign out of school via the school office or their prep room. Any unexplained absences will be followed up by the Prep Team and parents will be contacted.