

Date: December 2022
Review: December 2024
Responsibility: SMT (NSh)



DAME ALLAN'S SCHOOLS

PUPIL ATTENDANCE POLICY

At Dame Allan's Schools (the Schools), we see education as a partnership between the family and the Schools. The Schools are committed to providing the highest quality of education for pupils and we look to parents to support this objective.

We expect all Senior School pupils to be in school by 08:25 at the latest; 08:45 for Dame Allan's Junior School pupils (unless otherwise stated).

With the exception of pupils in Years 12 and 13, pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff for a trip or to visit a sporting fixture, the dates of which will have been notified to parents in advance. Pupils who leave the site during the day for authorised appointments are required to sign out at reception. Y12/13 students must sign in and out at reception as well if they leave the site for any reason.

Requests for absence must be made in writing to the Principal and reach the Schools at least 48 hours in advance (except in an emergency, when parents are asked to telephone the Schools before 08:30).

If your child is ill, please e-mail or telephone the Schools before 8:30am on the first day of absence. There is an answerphone on which parents can leave a message at any time when the Schools are closed, and which is checked as soon as the office opens as well as throughout the

day.

On return to school, your child should bring in a letter signed by a parent giving a reason for the absence. Parents may also email this information to us or contact us by telephone if they prefer. We will always telephone home on the first day of an unexplained absence in order to make sure that your child is where you expect them to be and to ensure they are safe.

The Schools always send parents the term dates well in advance so that parents can arrange holidays without disrupting their child's education. Please note that it is the governors' policy to allow holidays during term only in exceptional circumstances.

REGISTRATION

All pupils are registered twice a day; before the start of morning school and immediately after lunch. Attendance data is stored in our electronic database.