



Glendower Preparatory School

POLICY ON SCHOOL ATTENDANCE

At Glendower Preparatory School we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your daughter, and we look to you to support this objective. All pupils are required to be in school by 8.45 am. The school day ends at 3.30pm (Lower School) or 4.00pm (Upper School), although many pupils remain later to take part in extra –curricular activities under the supervision of a member of staff. Pupils who are not collected at the end of their activity will be kept under supervision until the arrival of a responsible adult. In the extreme case where a pupil were left uncollected and contact could not be made with the parents then the child would be entrusted to the care of the Social Services at the Royal Borough of Kensington and Chelsea.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip or visit a sporting fixture, the dates of which will have been notified to you in advance.

Requests for absence must be made in writing to the Headmistress and reach the school at least 1 day in advance (except in an emergency, when parents are asked to telephone the school before 9.00am. Requests for exceptional absence (i.e. absence for days other than Religious Festivals, medical or dental appointments or for illness) should be sent to the Headmistress at least one week in advance.

If your child is ill, please e-mail or telephone the school before 9.00am on the first day of absence. She should bring a letter signed by a parent on her return to school giving a reason for the absence and this should be given to the form teacher. We will always telephone the home on the first day of an unexplained absence in order to make sure that your child has not suffered an accident.

We always send parents the term dates over a year in advance in order that you can arrange your holidays without disrupting your child's education. Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

Policy prepared by REB September 2009
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