



Glendower Preparatory School

# Attendance Register Policy

2023-2024

Reviewed: December 2023

Next Review: December 2024

## **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 all pupils, and we look to the parents/carers to support this objective. Nursery pupils are required to attend school by 8.45am. All other pupils are required to be in school by 8.40am. The school day ends at 2.30pm (Nursery), 3.20pm (Reception), 3.30pm (Year One

and Year Two) or 4.00pm (Prep School), although many pupils remain later to take part in extra-curricular activities under the supervision of a member of staff or activity provider. Pupils who are not collected at the end of their activity will be kept under supervision until the arrival of a responsible adult. If a pupil were left uncollected and contact could not be made with the parents nor the emergency contact supplied by 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 a sporting fixture, the dates of which will have been notified to parents 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 office 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 a pupil is ill, an e-mail or telephone call must be made to the school office before 9.00am on the first day of absence. A letter or email giving a reason for the absence should be provided by the parent and this should be sent to the office for our records. We will always telephone the home on the first day of an unexplained absence in order to make sure that the pupil has not suffered an accident.

Term dates are published over a year in advance in order that holidays can be arranged without disrupting the pupils' education. Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

**Reviewed: KE, AG, MB December 2023**  
**Next Review: December 2024**