

The purpose of this policy document is to define the principles relating to absence at Melrose and The Ladies' College, Pre-School and to provide a framework which;

- promotes consistency.
- informs new staff, pupils, parents, governors and the wider community.

The policy was reviewed in the Lent Term 2016.  
The next review will be in the Lent Term 2019.

### **Principles**

- That in the interests of continuity and progression and the expectation that all girls will be encouraged to reach their full potential, full attendance at school is essential.
- to expect full attendance according to the School Rules, except when:
  - unavoidable through illness or specialist medical appointments
  - furthering education e.g. Eisteddfod, Music, Ballet examinations.

### **Strategies**

- Parents are encouraged to make medical and dental appointments for their daughter after school or in school holidays wherever possible.
- If a child does leave for part of a day for whatever reason, she must see the secretary to sign the out of school register when leaving or returning.
- Extra days' absences are discouraged unless in exceptional circumstances. Requests in writing, in plenty of time, should be addressed to the Head Teacher.
- If children have been absent through illness form teachers will make every effort to help girls catch up on their return.
- Work will NOT be given to children taking unauthorized holidays. We can suggest they read or keep a diary but we will not supply the books. Catching up afterwards is at the teacher's discretion but must not be at the expense of other children, nor should other children be deprived of fresh air/exercise at Break or Lunchtime to help another child catch up work missed during unauthorized absence.
- The school day starts at 8.40am and girls should be ready in the hall from 8.30am. A teacher will be on duty from 8.25am. Any girl who arrives after 8.45am will be deemed late and marked as 'L' in the registers. Girls who arrive late for whatever reason should enter the school through the main office, ensuring that Miss Anders knows they have arrived so she can adjust the registers accordingly. Girls' arriving after 8.50am will be marked on the register as 'U' by Miss Anders.

## **Resources**

Letter – to be sent periodically.

Reminders in newsletters.

Registers

Handbooks

Noticeboard