

Responsibility of the parents:

Understanding and upholding the school's policy which states continued tardiness and absenteeism will result in disciplinary measures and will affect the students' chances of enrolment for the upcoming academic year.

ABSENCE REPORTING



Day 1 Absence

Parents communicate via email link to class teacher to report child's absence before 7:30am. All class teachers to complete registers by 7:55am

Day 1 Absence

Absence Notification sent to parents of students absent and unaccounted for.



Day 2 Absence

Class Teacher to email parents of students with unaccounted absence before end of business on day 2

Day 3 Absence

Class Teacher to email parents of students with 3 days unaccounted absence and copy in Head of Key Stage



Day 4 Absence

Head of Key Stage to call/email parents with 4 days unaccountable absence. If no response, inform DSL/DDSL and record on GUARD

Day 4 Absence

