

Marking of the School Attendance Register

Girls are expected to attend all sessions of School unless prevented by illness or unforeseen circumstances. We require that parents inform the School at the earliest opportunity if their child is unexpectedly absent and, in any case, a letter confirming the dates and reason for absence should be sent to the child's form teacher on their return to School. If a child is likely to have a prolonged absence, it may be possible for work to be sent home. Requests should be made to the Form Teacher who will liaise with other staff, as appropriate.

Where an absence is foreseen, e.g. in the case of medical appointments that cannot be arranged out of School time, the Form Teacher should be notified in advance, in writing.

Requests for longer periods of absence should be made in advance, in writing to the Headmistress.

In requesting extended leave of absence it should be noted that, in the School's view, work missed is difficult to make up and the absence is likely to have a detrimental effect on the child's progress.

All absences from School must be authorized by the parent and the School. Unauthorized absences are considered as truancy and recorded as such.

Registers must be marked in ink and tippex or ink erasers must never be used when marking the register.

If pupils are marked absent and no message has been received by 11.00 a.m. the School will attempt to contact parents for confirmation of absence.