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| **Approved by:** | **David Ollier** | **Date:** **September 2018** |
| **Last reviewed on:** | **October 2019** | |
| **Next review due by:** | **October 2020** | |



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###### Attendance Policy

**A Guide for Parents and Pupils**

**When does my child need to be in school?**

Your child should be in school for a morning session registration at 9.00am and for afternoon session registration at either 12.00pm or 1.00pm (this is dependent on agreed hours).

As each pupils’ timetable is different and they each attend different sessions throughout the week, parents and pupils should receive a copy of specific times for attendance from The Yellow House.

As most pupils are taxied to The Yellow House, the taxi companies have a current timetable and will get pupils to school on time.

If for any reason your child misses the taxi, parents/carers should contact The Yellow House and make arrangements to transport the child to school as soon as possible.

**Does the school need letters explaining my child’s absence, or will a phone call do?**

We would expect parents to contact the school on the morning of the absence. If we do not hear from you, Yellow House staff will contact parents as soon as a pupil does not arrive by taxi. If we do not receive an explanation, we cannot authorise the absence.

**What reasons will the school accept for absences?**

* Illness,
* Medical appointments,
* EWMHS,
* Day of religious observance,
* Family bereavement,
* Attending a college interview,
* Unavoidable causes, e.g. bad weather conditions,
* Other exceptional circumstances where agreement to absence has been granted by application in writing.

**Will the school contact me if my child is absent?**

The school operates a first day response if your child does not turn up at school. We will normally have phoned you by 10.00am, to ascertain the reason for absence. This is because we believe it is our responsibility to ensure your child’s safety as well as their regular attendance.

If your child is ill whilst at school, we shall contact parents/carers and arrangements may be made with the taxi company to take your child home straight away. It is crucial therefore, that we are able to contact you directly in an emergency.