

## NOTIFICATION OF ABSENCE PROCEDURE



Norfolk House School

1. Keeping your son or daughter safe is one of the prime objectives of Norfolk House School and it is essential that if your son or daughter is not in school, that a reason for the absence is established as soon as possible.
2. The vast majority of absences are known about either on the day, or in advance, and the procedure for notifying the school is shown below:
  - (i) If your son or daughter is ill, parents should contact the school reception, to let the school know before 9.00 am on the first day of absence (either by telephone (0121 454 7021) or email [info@norfolkhouseschool.co.uk](mailto:info@norfolkhouseschool.co.uk)). If the school does not receive an email or telephone call by this time, and the absence is unexplained, we will telephone you during the morning, either at home, at work or on your mobile.
  - (ii) If a pupil is still off school after three days, the school office will contact the parents again to enquire about their son or daughter's health and potential date of return.
  - (iii) Parents must write a note, or complete a school Absence Note, to confirm the reason for an absence, when the pupil returns to school so that an accurate record of attendance can be maintained.
  - (iv) Any potential long term absence (e.g. an operation) should be discussed with the Deputy Head (Pastoral) or the Headmistress. The school will aim to provide your son or daughter with appropriate work during their absence and make arrangements for their return to school.
  - (v) Routine medical and dental appointments should be made outside of school hours. If this is unavoidable then parents must write to the child's teacher, in advance, to request leave of absence.
  - (vi) If is necessary for a family to take a holiday during term time, a written request must be made to the school in advance. The Headmistress will consider your request and reply in writing. It is in the best interests of the child to avoid taking holidays during term-time under any but the most exceptional circumstances.
3. In the absence of any notification of a child's non-attendance at school, Norfolk House is obliged to treat the child as missing and alert the relevant child protection authorities.



Norfolk House School

**ABSENCE NOTE**

Child's name: \_\_\_\_\_

Form: \_\_\_\_\_

Dates of Absence (inclusive) \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_