**NOTIFICATION OF ABSENCE PROCEDURE**

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, 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:
	1. If a pupil is unable to attend school through illness in the short term, parents should contact the school reception before 9.00 am on each day of absence either by telephone (0121 454 7021) or email (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.
	2. If a pupil is still off school after three days, the Head of Pastoral Care will contact the parents again to enquire about their son or daughter’s health and potential date of return.
	3. Parents must 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.
	4. Any potential long term absence (e.g. an operation) should be discussed with the Head of Pastoral Care or the Headmistress at the earliest opportunity. The school will aim to provide your son or daughter with appropriate work during their absence and make arrangements for their return to school.
	5. Routine medical and dental appointments should be made outside school hours. If this is impossible then parents must write to the Headmistress, in advance, to request leave of absence.
	6. There is a clear expectation that pupils will not be absent from school during term time (for example to go on a family holiday). If, in the opinion of the parents, it is absolutely necessary for a pupil to be absent from school for any reason, a written request must be made to the Headmistress in advance. The Headmistress will consider the request and reply in writing. It is in the best interests of the pupil to avoid being absent from school 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.

**ABSENCE NOTE**

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| --- | --- |
| CHILD’S NAME |  |
| FORM |  |
| DATES OF ABSENCE (INCLUSIVE) |  |
| REASON FOR ABSENCE |  |
| SIGNATURE OF PARENT |  |
| DATE |  |