

Late Attendance Policy

All students must arrive at the school by no later than 9:00 am.

Any child who is not able to attend at the stated time, their parents must inform the school of their lateness/non-attendance followed by a written notification to the school.

Upon registration completion, if a child is not in attendance, the class teacher must inform the receptionist, who will make contact with parents by way of text message, phone, email etc.

If the above is not responded to by the parents, a formal letter shall be sent out for parents to complete on their child's return back to school, immediately.

If any child needs to attend any appointments including, GP, hospital or any other; parents must notify the school prior to the date with evidence of an appointment.

No child shall be allowed to leave for any appointments without prior agreed arrangements with their parents, due to safeguarding reasons.