



## ATTENDANCE AND PUNCTUALITY POLICY

### **Attendance**

Attendance Regular attendance is curial for the child's learning and development.

If your child is going to be late or absent please send a text message.

If a child is absent three or more times, the branch manager will contact the parent and follow it up. Fees will not be refunded for any absence regardless of the reasons.

### **Withdrawal**

For permanent withdrawal of the child, the school will require four weeks of notice. This can be written or verbal. Branch manager will document the notice down on a database with the dates of the notice.

For temporary leave, there are two options:

1. The child's name will remain on the register during the absence period. This means that the fees will be paid for as usual.
2. The child's name will be taken off the register during the absence period. This will be considered as a withdrawal. Parents will have to provide four weeks' notice.

If the parent wishes to enrol the child to the school again, their name will go on the waiting list. Once a place becomes available the child will be subjected to the £35.00 registration fee.

### **Late Procedures**

It is very important to ensure that the lessons start promptly on time. Pupil arriving late in class disrupts the teaching and learning. The school doors open 10 minutes before the start of each session.

Children who arrive after class has started will be marked late. Parents will not be allowed in class.

Children who are late are asked to enter the class quietly and to respect the fact that the class has begun and will need to continue without interruption.

A log will be kept of the children arriving late.

If there are three or more lateness in a term, a meeting will be arranged with the parent and the management. If the parent cannot provide valid reasons, it may lead to a temporary suspension of the child involved.

### **Child pick up policy**

Parents should walk to school whenever possible. Parents should park their cars safely and legally without causing inconvenience to other users and residents. Parents who are 15 minutes late collecting their child will be charged £5.00 per day.