

March 2023

Dear Parent / Guardian

To ensure efficient and accurate registration of your child please note we are making one or two changes to procedures regarding absences.

It is a parent / guardian's responsibility to inform the school of the reason for a pupil's absence.

- An email should be sent to your child's teacher on the first day of absence advising the teacher that your child will not be in.
- The reason for this absence should then be confirmed **on the day your child returns school** via email to sbell435@c2ken.net in the school office. Mrs Bell will ensure the correct absence code is applied.
- Please clearly state the following in any email:
 - ✚ **Child's Name**
 - ✚ **Class / Teacher**
 - ✚ **Dates of absence**
 - ✚ **Reason for absence**
- Pupils are expected to be in school at 8:40am with formal registration taking place at 9am however, if you have a planned lateness, please send an email to sbell435@c2ken.net
A planned lateness would include for example, medical, dental, opticians, assessment appointments. A pupil will be entitled to a present mark, upon provision of an email, otherwise a late mark will remain.
- Please be advised that Regent House Preparatory School discourages holidays during term time. **Family holidays taken during term time will be categorised as an unauthorised absence.** Only in **exceptional circumstances** will a holiday be authorised. It is therefore important to email ahead of any planned holidays for approval / non approval of the holiday. (again, please email: sbell435@c2ken.net)

Thank you for your assistance in helping us to keep our records correct and up to date.

Yours faithfully

S Bell – Prep **Attendance** officer

L Halliday - Head of Preparatory Department and Preschool