

POLICY ON SCHOOL ATTENDANCE

At Moor Park School, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your son/daughter, and we look to you to support this objective. Upper School and Year 3 pupils are required to be in school by 8.20am, Nursery to Year 2 inclusive by 8.45am. The school day ends at 3.30pm for Nursery to Year 2, 4.05 p.m. or 5.30 p.m. for Year 3 and 5.30pm for Upper School, although many Upper School pupils remain later to take part in extra-curricular activities under the supervision of a member of staff. Day pupils are normally expected to leave by 6.30pm.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff for a trip or sporting fixture (the dates of which will have been notified to you in the school calendar) or by their parent/guardian eg for dental appointments.

Requests for absence must be made in writing to the Headmaster/Headmistress of Lower School and reach the school at least two days in advance (except in an emergency, when parents are asked to telephone the school before 9.00am). Requests for exceptional absence (i.e. absence for days other than Religious Festivals, medical or dental appointments or for illness) should be sent to the Headmaster/Headmistress of Lower School at least two weeks in advance.

If your child is ill, please e-mail or telephone the school before 9.00am on the first day of absence. He/she should bring a letter signed by a parent on his/her return to school giving a reason for the absence. We will always telephone the home on the first day of an unexplained absence in order to make sure that your child has not suffered an accident.

We always send parents the term dates over a year in advance in order that you can arrange your holidays without disrupting your child's education. Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

Full and Weekly Boarders

Additions and variations to the above procedure for full and weekly boarders are as follows. All boarders are cared for by a House Parent and a team consisting of Matrons and House Tutors/Form Teachers. Together with your child's academic tutor, they will be responsible for your child during term, including ensuring that he or she is safely occupied outside normal school hours. We expect your son or daughter to live with you or his/her guardian when he/she is away from school at weekends, exeat and half terms. We ask you to give written authority to your child's House Parent before he/she leaves the school to stay with another family.

Please telephone the school if he/she is taken ill over a weekend during term time. He/she should bring a letter signed by a parent on his/her return to school giving a reason for the absence. We will always telephone the home if your son/daughter is more than two hours late in returning from a weekend.

Requests for exceptional absence must be made in writing to your child's House Parent and should be sent at least two weeks in advance.

