



MERCHANT TAYLORS'

Prep

Attendance and Absence – Parents' guide

This document sits alongside the Attendance and Absence Policy, which is also available, and which incorporates the Children Missing Education Policy. Regular attendance at school is critical for ensuring that all pupils are able to fulfil their potential. It is everyone's responsibility to ensure that pupils attend school whenever possible. At Merchant Taylors' Prep, we wish to work with every pupil and family to support their attendance at school.

The timings of the day

The core school day (excluding before- and after- school clubs) is as follows:

Nursery:	0900-1500
Reception:	0830-1520
Years 1 and 2:	0830-1530
Years 3 and 4:	0830-1545
Years 5 to 8:	0830-1615

If your child is late to School please ring the bell (at the Manor) or sign him in at the main office (at the Prep site).

Absence

Parents must contact the School Office first thing in the morning (and certainly by 0830) by phone (01923 825648) or email (office@mtpn.org.uk) if their child is going to be absent from school because of illness. Parents must make this contact themselves: messages sent via friends, au pairs etc. do not fulfil our legal requirements.

If a pupil is unwell, and it is clear that they will be unable to return to School the following day (because, for example, they have a high temperature – pupils cannot return to school within 24 hours of having had a temperature), then please say so when calling or emailing. We do otherwise need confirmation for each day of absence. If a pupil is too ill to come to School, please do not send them in; we will help them to catch up when they have recovered.

If pupils have pre-booked medical or dental appointments which cannot be scheduled outside the School day, parents should request permission for absence in advance by contacting the School Office. We strongly encourage that such appointments be scheduled outside the School day whenever possible.

Where planned absence is requested for less than a day, please address the request to the Head of Section (Assistant Head EYFS, Head of Y1&2, Head of Y3&4) or Head of House (for Y5-8). For 1-3 days please contact the Head of Key Stage.

We do not expect parents to request absence during term time for family holidays, or extensions of the holiday periods, as School holidays are generous enough, and absences from School can be detrimental to a pupil's progress. In exceptional circumstances, it may be possible for the Head to sanction time off School; written permission should always be obtained **beforehand** from the Head. Any such request should be put to the Head before any travel plans are made.

If your child is absent from School, and we do not know the reason why, we will attempt to make contact with you in any way we can because we need to know that your child is safe.

Support for parents and families

If you would like support in improving or maintaining your child's attendance, please contact their form tutor in the first instance, via office@mtpn.org.uk. If the issue is likely to be very serious or prolonged, please contact the Senior Deputy Head, Mr McConnell, who leads on attendance matters and will be able to coordinate support.