

ATTENDANCE AND PUNCTUALITY POLICY

Attendance

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

If a child is unable to attend, parents should call the school and inform them of the reasons. 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.

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 £20 registration fee.

Punctuality

This is very important to ensure that the lessons start promptly on time. Pupil arriving late in class disrupts the teaching and learning. Below is a guideline for parents to follow.

1. School gates/doors will be opened at 9:50am. There will be a staff member supervising the gates/door. Parents must drop off their children inside the gates/doors. The school will be responsible for the children once they have entered through the gates/doors.
2. The gates/doors will be strictly closed at 10:05am. Any child arriving after 10:05 will have to wait with the parents up to 15mins. The gates/doors will be reopened at 10:20am. A log will be kept of the children arriving late.
3. 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.