

POLICY ON SCHOOL ATTENDANCE

At KEHS, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your daughter, and we look to you to support this objective.

All girls are required to be in school before 08.45 each morning. The school day ends at 16.00 (except on a Friday when it ends at 15.20), although many girls remain later to take part in extra-curricular activities under the supervision of a member of staff. Girls who are not in a supervised activity are expected to leave within 15 minutes of their last lesson, unless they choose to stay in school to do homework. Girls who choose to stay to do homework must sign the book at the Porter's Lodge and then work in the Library or Computer Room. They must cross their names out when they leave. All girls must leave the school site by 17.45 on Monday – Thursday and by 17.00 on Friday.

Except for pupils in the Sixth Form (Years 12 and 13), girls are not allowed to leave the site during the school day, unless accompanied by a member of staff for a trip, visit or a sporting fixture, the dates of which will have been notified to you in advance. Girls in the Sixth Form can leave school during the lunch hour. Girls in the Sixth Form can also leave school at the end of the school morning (12.50), or at any time during the afternoon, if they have no other commitments that day and if we have received written consent from parents. We expect these girls to use the time to pursue independent study. **All girls are required to sign out when they leave school (see School Procedure).**

If your daughter is going to be absent due to illness, please either telephone the school reception on 0121 472 1834, where you can leave a voicemail, or send an email to our dedicated absence line at absence@kehs.co.uk before 08.35. Unless you have made it clear that absence due to illness will be for more than one day, please telephone or email us on each morning of your daughter's absence, before 08.35. **A doctor's certificate is required where the absence lasts for five or more consecutive school days.**

If we have not heard from parents, we shall telephone or text home on the first day of an unexplained absence to make sure that your daughter has not suffered an accident. Priority will be given to contacting parents of the youngest and most vulnerable members of the school community.

Any girl taken ill during the school day must report directly to Matron, who will assess her health and will contact parents if necessary. Girls should not contact parents themselves as this can sometimes cause unnecessary alarm. Girls who are unwell must never leave school without first seeing Matron who will ensure that the appropriate arrangements are made.

Notice of medical or dental appointments which cannot be arranged outside of school hours should be sent well in advance by email to absence@kehs.co.uk or by letter to the Form Tutor. Requests for your daughter to be excused from school for any reason other than illness or for medical appointments should be made via letter or email to the Vice Principal (Pastoral), Mrs Varma (nvarma@kehsmail.co.uk), as far in advance as possible. We always send parents our term dates over a year in advance in order that you can arrange your holidays without disrupting your daughter's education. Due to government guidelines, **we are unable to authorise any absence during term time, except in exceptional circumstances**, because of the disruption to girls' learning.

Reviewed September 2017

The Vice Principal is responsible for the monitoring and review of the Attendance Policy and reports to the Principal. The school's Attendance Policy is presented to and reviewed by the ISGB each year.