

Late / Absence Procedures

If you arrive at school after 8:50am, please take your child into school via the office, where you will need to sign them in by filling in the sign in book.

Student Absence Procedure:

If your child is too ill to come to school, please let us know as soon as possible. You can either phone the school office on 01865 881948 and leave a message with the nature of absence, or email us on office.3130@stantonharcourtschool.org.uk

On the 1st Day of absence: Parents notify school if their child is absent before 9am. If no contact is made by the parent/carer school will telephone home.

2nd Day: If the child is still absent and no contact has been made by the parent/carer, school will again telephone home.

3rd Day: If the child is still absent and no contact has been made by the parent/carer, school will telephone and visit the home.

Term-time absences:

Application for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office.

Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances', as detailed in the attendance policy.

Parent will be informed within 7 school days as to whether the request has been authorised or unauthorised.