

Absence

If a day pupil or day boarder is going to be absent from School, parents are asked to contact the Housemaster/Mistress from 8.00 to 8.30am or the School Secretary from 8.30am onward by telephone to leave a message to inform the School that their son or daughter will not be attending on a particular day. When a pupil eventually returns to School, parents are asked to provide a written note confirming the days on which the pupil was absent and giving an explanation.

If a pupil is absent and we do not know why, the School will contact you during the day to check on his or her whereabouts.

This procedure is not necessary in the case of absences which have been notified to the School and agreed in advance. These absences, normally for reasons other than illness, should of course be exceptional. Such exceptional reasons would only include occasions such as appointments with medical practitioners or attendance at university interviews. It is appreciated if appointments such as this can be arranged at times during the school holidays, whenever possible. Absence from School for holidays or family social events should be avoided at all costs. The School hopes that parents will find this possible, especially granted the long holidays in the Aldenham School year. Any such requests for absence must be made well in advance to the Headmaster through the pupil's Housemaster/Mistress.

Arrangements for boarding pupils are also important. If a boarding, day boarding or flexi-boarding pupil does not return to School at the usual time his/her parents or guardians must notify the School. We also need a written explanation of the absence as mentioned below. Such pupils returning late to School need to sign in with the School Secretary.

Parents of pupils using the boarding, day boarding or flexi boarding facilities at School will appreciate how important it is to ensure the Housemaster/Mistress is fully aware of a pupil's whereabouts. Parents are asked to read ***Absence procedure for boarding pupils. Notes for parents & guardians***, and to comply with these procedures.

DEM
December 2007
Reviewed by JCF
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