

Pupil Absence

Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return for those sessions they are required to attend. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

Illness

Parents may be asked to provide medical evidence to allow the head teacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments

Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must still attend school only taking the minimum time to attend the appointment. If the school think an unreasonable amount of time has been taken to attend an appointment (before and after the appointment) then the session will be unauthorised. Parents must show the appointment card/letters to school.

Religious Observance

North Ridge School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration by written request by the parent of authorised absence.

Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the head teacher/principal.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Family holidays