



# HOLMWOOD HOUSE

## ATTENDANCE POLICY

At Holmwood House School, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your son/daughter, and we look to you to support this objective. All pupils are required to be in school by 8.25am. The school day ends at 3.15pm for Years R, 1, 2 and 3 (Year 3 finish at 4.15pm on a Monday, Tuesday and Thursday), 4.15pm for Year 4 (with the option to stay until 6.15pm) and 6.15pm for Years 5, 6, 7 and 8 (with the option for Year 5 to leave at 4.15pm). On Wednesdays, pupils in Year 4 have lessons until 4.15pm and pupils in Years 5 to 8 are generally involved in games matches. Depending on the nature of the match (home, away, training) prep/subject surgeries take place and the end of the school day on Wednesdays at 5.10pm. Wraparound Care is available until 6.00pm in the pre-prep Monday to Friday and until 6.15pm in the Prep school for pupils not engaged in school activities.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip or visit or a sporting fixture, the dates of which will have been notified to parents in advance.

Requests for absence must be made in writing (letter or email) and should reach the school preferably 5 days in advance of the planned absence (except in an emergency, when parents are asked to telephone the school before 8.25am). Requests for exceptional absence (i.e. absence for days other than medical or dental appointments) should be sent to [headmaster@holmwood.house](mailto:headmaster@holmwood.house) at least two weeks in advance and will be referred to the Headmaster for approval.

If your child is ill, please e-mail or telephone the school before 8.25am on the first day of absence. We will always telephone home on the first day of an unexplained absence in order to establish that your child is safe.

Term dates are always sent to parents more than a year in advance in order that you can arrange your holidays **without disrupting your child's education**. Please note that it is the school's policy, supported by the school's governance, not to allow holiday to be taken during term other than in exceptional circumstances, with the Headmaster's approval.

Reviewed by: \_\_\_\_\_ AJM \_\_\_\_\_