



# Attendance: Contact Procedure

Contact the Attendance Officer on **0208 872 8900** OR email **attendance@rooksheath.harrow.sch.uk** as soon as possible.

## Religious Observance

Students are allowed a maximum of 3 days per year. These are not to be taken consecutively. Please consider whether a full day of absence is strictly necessary.

## Lateness

Students arriving at school after 9:10am must sign in at reception.

A range of interventions will be put in place for persistent lateness including detentions and fines.

## Illness

If your child says that they feel unwell in the morning, we ask that you assess them and take steps to get them to attend school e.g. by giving them appropriate medicine. If they are not well enough to attend in the morning but start to feel better later in the day, then your child should come into school and sign in at reception.

If your child has vomiting/diarrhoea then they should not attend school until there has been 48 hours since the last episode.

In order to leave school for an appointment, your child must have a note in their link book **AND** be picked up from reception by a parent/carer, otherwise they will not be given permission to leave the school premises.

## Medical appointment

Medical appointments should be made outside of the school day as far as possible. Where this cannot be arranged, your child must attend school prior to and/ or after their medical appointment wherever possible.

When returning to school after an appointment, your child must sign in at reception.