

School Attendance Policy

At Milton Keynes Preparatory School, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education, and we expect parents to support this objective. All pupils are required to be in school before 8:30am (prep)/9:00am (pre prep). The school day ends at 3:30pm (pre prep)/4:00pm (prep), although many pupils remain later to take part in extra-curricular activities under the supervision of staff. Pupils are normally expected to leave by 6pm.

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

Requests for absence must be made in writing and reach the school in advance (except in an emergency, when parents are asked to telephone the school before 9:00am. Requests for exceptional absence (i.e. absence for days other than Religious Festivals, medical or dental appointments or for illness) should be sent to the Head at least a week in advance.

If your child is ill, please e-mail or telephone the school before 9am on the first day of absence. He/she should bring a letter signed by a parent on his/her return to school giving a reason for the absence. We will telephone you on the first day of an unexplained absence in order to make sure that your child has not suffered an accident.

We send parents the term dates 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 usually not to allow holiday to be taken during term.

Children who arrive after the attendance register has been taken:

Children must report to the office before going, or being taken, to their class and will be signed into the late book.

Children who leave during the day for an appointment:

Children should report to the office on leaving and will be signed out. They should sign in again on return.

Please note that it is the Governors' policy usually not to allow holiday to be taken during term.