



## Bishop Wood C of E Junior School

Frogmore Street

Tring

HP23 5AU

Tel: 01442 822024

Fax: 01442 382950

admin@bishopwood.herts.sch.uk

www.bishopwood.herts.sch.uk

Mrs. L.A.Hardman, Headteacher

1<sup>st</sup> April 2016

Dear parents & carers,

### **Re: Attendance & Registration**

We have recently implemented a new system of registration. Instead of using paper copies and the school office then replicating that information on our database, class teachers are now taking the class registers electronically.

If a child arrives at school after 08.55am they must sign in at reception - we will now be recording lateness in our database.

### **Absence due to Illness**

If your child is going to be absent from school due to illness then please do not notify us by e-mail - instead, telephone and leave a message on our dedicated absence line before 08.55am. We require your child's name, class and brief reason for absence - also an indication of when you think your child will be returning to school.

### **Absence for other reasons**

If you are aware in advance that your child is going to be absent from school - music or dance exams, hospital appointments etc - then in these instances you can notify us by e-mail or letter. Please address these communications to the school office not the class teacher and give us at least 48 hours notice. We will make the teacher aware of any absences.

### **Holidays outside of term time**

Headteachers no longer have the discretion to grant holidays during term time, including extended leave for parents to visit their country of origin.

If you still plan to withdraw a child during term time we expect you to complete a 'Notification of Unauthorised Holiday' form which is available on our website or from the school office.

For more detailed information the following link will take you to the relevant document on our website:

<http://www.bishopwood.herts.sch.uk/ATTENDANCE.html>

Yours sincerely

Mrs D Bourke - School Secretary

