



בית ספר לבנות  
בית יעקב

ניסן תשע"ט  
April 2019

Dear Parent/Guardian עמו"ש

**RE: Attendance policy**

Please find attached the school calendar for the coming year (Elul 5779/September 2019). We have worked hard to take everyone's needs into account and have liaised with other schools. We would like to remind you that travel arrangements should be within the specified holiday dates as per the school calendar and that no request for absence be made outside of these dates.

**Punctuality:**

School begins promptly at 8:45 am with davening in the hall. On arrival, girls should use the digital scanners by the pupils' entrance to 'fingerprint' and should allow themselves enough time to arrive promptly for davening. Any pupil arriving after 8:45 am will be marked as late (L) and will be put on an after school detention for the same day. Persistent lateness will be referred to the school EWO. It is the pupil's responsibility to check that the scanner has registered. In the unlikely event that the scanner does not register a pupil's fingerprint, she must report to the duty teacher or to reception immediately to register. Failure to register on arrival will incur a detention.

**Absence for Simchos:**

We have set internal guidelines for granting permission for absence to attend a simcha. We will also take the pupil's attendance percentage into account. Please make sure to give two weeks notice in writing by filling in the Pupil Request Form (attached). Additional copies are available from the school office. Alternatively you can email [r.kaufman@byhs.org](mailto:r.kaufman@byhs.org)

**Where permission has been granted for a simcha in town, pupils may not leave school before 1:00 pm. Please make sure to schedule all appointments for after this time.**

**Sickness:**

If a pupil is unable to attend school, you must inform the school by leaving a message on the answerphone by 8:45 am. If we do not hear from you, a text will be sent to you and the absence may be recorded as an unauthorised absence.

**Medical appointments:**

If a pupil has an appointment during school hours, she must bring a note to the office indicating what time she will be leaving school and the nature of the appointment. She will be given an exit permit and will have to sign out at the school office before leaving. Upon her return, she must sign in again at the school office.

Please note that if a pupil is not in school for AM or PM registration, this will affect her attendance percentage. It is therefore advisable to make appointments out of school hours whenever possible.

**Salford Education Welfare Officer: [EWO]**

If a pupil's attendance percentage falls below 90%, it will be noted by the Salford EWO who monitors our attendance data. The EWO has the authority to put a pupil on Fast Track to Prosecution and a series of interviews will ensue. Should the situation not improve, a fine may be imposed.

Thank you for your understanding and support.

Yours sincerely

*N. Wilson*

Rabbi N Wilson