



# Attendance & Punctuality Expectations

Every parent wants their child to do well at school. Research proves that children who attend school regularly will be more successful academically. At The John Frost School we consider excellent attendance to be above 98%, but expect all of our students to be in a **minimum of 95% of the time**. At the end of each half term, the school will issue every student a Student Attendance Statement, communicating the attendance record of each and every student and allowing parents to evaluate their child's attendance record against the schools attendance target.

## Punctuality

Punctuality is a very important quality. Students are expected to be on site and prepared for registration which begins at 8:40am. If a student arrives after 8:45, they will be issued a Late registration mark by their Form Tutor. If a student arrives after registration has finished at 9am, then they are expected to sign in at Main Reception with the Attendance Officer. Students who arrive later than 9:10am will be classified as Late After The Registers Have Closed and will receive an unauthorised absence for the morning session, this classification will have a negative impact on a students overall attendance percentage.

## Dealing with absence

As a school, although we would ideally like all of our students to be in school 100% of the time, we know this is not always possible. Therefore, if a student is to be absent from school, the expectation is that a parent or guardian contacts the schools **Attendance Officer on 01633 654111**. This is a 24hour service, please leave a message stating the students name, year, form group, reason for, and length of absence. You may also complete the absence note pre-printed in the rear of the student planner. If you fail to provide a reason for absence, the school will contact you and request a reason for each and every absence from school. Our school policy is not to authorise holidays during term time, however, if you are aware of a circumstance that may result in your child missing school for any reason, then the schools Attendance Officer can provide a leave of absence request form. Authorisation is at the Headteachers discretion.

## Medical Appointments

We advise all parents to try and avoid arranging medical appointments during the school day, as this will have a negative effect on a students attendance percentage. Where this is not possible, we would request parents provide medical appointment evidence to the schools Attendance Officer in advance of the appointment. We also request that parents consider making medical appointments at times that that mean a student attends at least one of the registration periods within a school day.

## Attendance Support

We support all of our students to provide them the best possible opportunities for achieving a high level of academic and personal success. If your child's attendance falls below the schools target of 95%, then you will be contacted by a Progress Coordinator, Family Engagement Officer or even the local Education Welfare Officer.

### **Leaving School Site**

Students are not allowed to leave school site between 8:40am and 3:20pm. Where a parent or guardian is contacted by the school, or wishes to collect their child during the school day, then the parent or guardian is required to formally sign their child out of main reception. Students will not be allowed to leave site with any other type of parental consent i.e letter or phone call.