

ATTENDANCE AND 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 and socially. 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 96% of the time. At the end of each month, the school will communicate the attendance record of each and every student, including a rank of each student, allowing parents to evaluate their child's attendance record against the school's attendance target and their peers.

PUNCTUALITY

Students are expected to be on site at 8:30 am and prepared for registration which begins at 8:40 am. Being punctual is a very important life skill. At The John Frost School we recognise the importance of developing this skill and therefore we have high expectations of our students. Students are required to attend morning registration at 8:40 am and 2:05 pm for afternoon registration. Students arriving more than five minutes late will be given a late mark. **Students with three late marks in one week will be referred to our Isolation Room and parents will be contacted.** If a student arrives after morning registration has finished at 9:00 am, then they are expected to sign in at Reception.

Students who are continually late to lessons will also receive a sanction from the school to ensure the amount of learning time lost is kept to a minimum and develop the important life skill of 'being punctual' required for the workplace. **Students with three late marks in one day will be referred to our Isolation Room and parents will be contacted.**

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 school's **Attendance Line on 01633 654111** or even **0786 005 5775**. This is a 24 hour service. Please leave a message stating your child's name, year, form group, reason for, and length of absence.

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 please complete the electronic leave of absence request form using the link below:

<https://forms.office.com/r/JzczsLG3Kj>

Please note, authorisation is at the Headteacher's discretion.

ILLNESS

Our expectation is that every child attends school a minimum of 96% of the time. Whilst we appreciate that your child may become ill throughout the year, we will not continue to authorise excessive illness, unless medical evidence has been provided.

MEDICAL APPOINTMENT

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

ATTENDANCE SUPPORT

We support all of our students to provide them with the best possible opportunities for achieving a high level of academic and personal success. If your child's attendance falls below the school's target of 96%, then you will be contacted by your child's Form Tutor, Progress Coordinator, the Family Engagement Officer or the Education Welfare Officer.

ELECTRONIC COMMUNICATION

The school is able to send and receive electronic communication with parents using email and/or text message. When your child is absent from school the Attendance Officer will send a text message notification for each and every session of absence. **Please save 0786 005 5775 as a text contact in your phone as The John Frost School.** If you wish to email the school for any reason, please send all communication to 6804020_Reception@Hwbcymru.net