

ATTENDANCE AND PUNCTUALITY

1. THE SCHOOL DAY

The timetabled part of the school day begins at 8.25am and ends at 3.35pm Monday to Friday.

Because supervision cannot be provided any earlier, you should not arrive at school before 8.00am, when the doors will be opened. After school you should leave at 3.35pm unless you are involved in an organised activity.

2. PUNCTUALITY

Being on time to school and lessons is very important; it indicates a business-like attitude to school and is a quality which future employers will value greatly.

Registration

So that the school day can begin promptly, and so that you can receive important information, you must be in your form room for Registration at 8.25am. If you arrive late for morning Registration, you must sign in on entry at the Crush Hall (up to 8.50am) and then at the main school office after 8.50am.

Assembly

Assembly takes place after morning Registration, it is an important part of the school day. It brings groups of students and teachers together, is a time for thought and reflection, and is also used to convey important information and to celebrate success. All Sixth Formers must attend assembly.

Lessons

A bell marks the beginning and end of lessons.

Get to your next lesson quickly. Do not eat or drink between lessons. Do not stop to chat to friends or waste time. You should be in the designated room on time, every time.

3. ATTENDANCE

You should make every effort to attend as regularly as possible during term as absences can cause major disruption to your academic progress. Good attendance helps you to be successful in school and shows a sense of responsibility. College/University admissions tutors or employers will take your attendance record into consideration.

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If you are not able to be in school:

- Your parents should telephone or e-mail the school to say you will be absent and give the reason.
- Your parents should also write an explanatory note for you to bring to your Form Tutor on your return, so that school can then authorise your absence. **Remember: only school can authorise an absence, not your parents.**
- If you do not follow the procedures, school will usually ring to check your absence.

Wherever possible, medical, dental or other appointments should not take place in school time. Where unavoidable, a note should be presented to your Form Tutor in advance. Requests to be absent from school during school time for a whole day or longer, or other reasons must be made in writing to the Headmaster. **Taking holidays during term time is strongly discouraged.**

Failure to follow these procedures would mean that the absence would be regarded as unauthorised, and the authorities may need to be informed.

If you are away from school without permission for any length of time, you may lose your place at the school.

Lessons

Attendance at lessons is, of course, compulsory.

When you know in advance that you will be absent from a lesson, you must make every effort in advance to offer your apologies to the teacher concerned, and make arrangements to catch up on the work missed as soon as possible. When you have been absent, on the first day back at school you should make every effort to discover what work you have missed, and to catch up quickly.

Participating in lessons

You are expected to participate fully in all lessons, and to arrive fully equipped to do so. If you are medically fit to attend school, it will be assumed that you are also fit to take part in lessons. Students with minor ailments are therefore expected to take part in PE and games activities unless there are compelling medical reasons why you should not do so, accompanied by a doctor's certificate or a letter from your parents, which should be handed to PE staff before the lesson begins.