

Kingsmead School



Attendance Procedures Guidance (Students)

This procedure should be read in conjunction with Kingsmead School Attendance Procedures for Students and the JT MAT Attendance Policy

Ms. Toni Bohn – Attendance Intervention Manager

Kingsmead School Attendance Procedures:

These are the Attendance Procedures for Kingsmead School and should be read in conjunction with the JTMAT Attendance Policy which can be located at: <http://resources.itmat.co.uk/policies/JTMAT%20Attendance%20Policy.pdf>

Attendance Target:

The School Attendance Target for 2021-22 School is: 96%.

Members of staff responsible for Attendance:

Senior Leader Responsible for Attendance- Assistant Headteacher Mr Reynolds
Attendance Intervention Manager- Miss Bohn
Attendance Officer- Mrs Gleeson

The Times of the School day are:

08:25 Warning Bell
08:30 Period 1
09:30 Period 2
10:30 Break1
10:45 Period 3
11:45 Period 4
12:45 Break 2
13:00 Period 5
14:00 School closes for mainstream lessons
14:00 Period 6 for Y11 & Y13

Student Absences:

In the event that your child is unable to attend school please contact the attendance office **01543 227324** stating your child's name, form, date of absence and reason for absence. This is required for each day your child is unable to attend.

All students should be on the school site by **08:20**. Should a student arrive late to school; they will need to go to the Attendance office (room B08) to sign in and provide a reason for the late arrival.

Should a pupil have an appointment during the school day, they are to sign out at the Attendance office (room B08). The responsible adult collecting the pupil should present themselves to the schools Main Reception. Documentation validating the date and time of the appointment should be provided.

