



Attendance Procedures (Students)

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.jtmat.co.uk/policies/JTMAT%20Attendance%20Policy.pdf>

Attendance Target: The School Attendance Target for 2019-20 School is: 96%.

Members of staff responsible for Attendance:

Senior Leader Responsible for Attendance- Assistant Headteacher Mrs Pritchard

Attendance Intervention Manager- Miss Bohn

Attendance Officer- Mrs Gleeson

The Times of the School day are:

KS3

08:50	Period 1
09:50	Period 2
10:50	Break
11:10	Period 3
12:10	Lunch
12:40	Tutor Time
13:00	Period 4
14:00	Period 5

KS4

08:50	Period 1
09:50	Period 2
10:50	Break
11:10	Period 3
12:10	Tutor Time
12:30	Lunch
13:00	Period 4
14:00	Period 5

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 **08:40**.

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.