

Punctuality, Attendance and Leaving the Site

PUNCTUALITY

- Punctuality is an important part of self-discipline and is essential to good time management
- Always make sure that you are in an appropriate classroom on time for the lesson or registration period
- If you arrive in school after 9.10am, you are late and must therefore report immediately to the main office where you will be given a late mark in the register
- If you arrive after 10.30am, you will also be asked for an absence note from your parents explaining the reason for your late arrival.

ATTENDANCE

- The proper place for you to be on a school day is at school. If you are not at school, then you must have a justifiable reason and your parents should telephone the school office before 10.00am on the first day of absence. If your parents do not telephone us they will be contacted by the school that morning to find out why you are not in school. You should always bring a note from your parents when you return to school after being absent.
- Parents are requested not to arrange family holidays during term time. Where this is unavoidable, requests for leave of absence should be made in writing in advance of the date.

LEAVING SITE

- It is best to make medical appointments outside of school hours. If you must leave school during the day for any reason you must bring a note from your parents. Your form tutor will then fill in a permission slip which you must hand in to the main office before leaving the site