

ATTENDANCE PROCESS FOR KEY STAGE 4 STUDENTS

1. Current rules for Year Groups

Year 10 Students	Year 11 Students
<ul style="list-style-type: none"> • Arrival at 8.30am each day • Depart at 5.00pm except Monday and Friday – 4.00pm • Must attend Briefing every Friday at 3.40pm 	<ul style="list-style-type: none"> • Arrival at 8.30am each day • Depart at 5.00pm except Monday and Friday – 4.00pm • Must attend Briefing every Friday at 3.40pm

2. Overall Attendance

- Overall attendance figures will be monitored by the Attendance Officer on a weekly basis.
- If a student's overall attendance fall below 95% a letter of concern is sent to parents. A list of those students sent a letter of concern is issued to the KS4 Leader.
- If after one month overall attendance has continued to fall a meeting with parent(s)/carer(s) and the student will be arranged with the Attendance Officer and KS4 Leader.
- If after one further month no improvement to overall attendance is made a meeting with parent(s)/carer(s) and the student will be arranged with the Principal.
- Parent(s)/Carer(s) are at risk of a fine if attendance falls any further.

3. Lesson Attendance

- Lesson attendance is monitored by Teachers. If students do not appear for two consecutive lessons an email should be sent to the subject leader and a phone call home made by the Teacher.
- Lesson attendance will continue to be monitored closely by the Teacher and once four consecutive lessons are missed reported to the KS4 leader who will arrange to meet with parent(s)/carer(s).
- All registers **must** be completed within 10 minutes of the start of a lesson.