

# Attendance Expectations

## Attendance and Punctuality:

- Arrive on time, no later than 8:45am.
- Must sign in using their ID badge.
- Notify the school every day you are absent before 8:40am
- 95% Attendance
- School is your first priority. If you don't attend you won't succeed!

**Target  
95%**

## Absence Requests:

Absence requests are strongly discouraged and only considered in exceptional circumstances. Students can apply for leave of absence by completing a Planned Absence Form, which is available from the Sixth Form study suite.

**Medical appointments** are an absence and must be recorded as such. Where possible parents are asked to arrange appointments outside of school time. Students should attend school prior to or following medical or dental appointments to avoid a full day's absence.

**Unauthorised lateness**, students arriving after 8:50am, without a legitimate reason, will be recorded as an authorised absence and placed on to stage one of the late policy procedures.

**Attendance**, Unavoidable absences (University visits and driving tests) must be authorised in advance by completing a planned absence form. Driving lessons must be taken outside of the school working day.

